Hanover
Ontario, Canada

REGULAR COUNCIL MEETING AGENDA

Monday, August 10, 2026, 4:00 pm
Council Chambers | Civic Centre
341 10th Street
Hanover, ON N4N 1P5

ZOOM MEETING PUBLIC ACCESS WEBSITE
https://us02web.zoom.us/j/83222976580

Pages

14. Correspondence Requiring Action

15. Notice of Motion

16. Good News and Celebrations

17. Upcoming Committee Meetings

17.1 Age Friendly Committee - Monday September 21, 2026 | 10:00am

17.2 Economic, Tourism & Cultural Development Committee - Friday September 18, 2026 | 9:00am

17.3 Cultural Roundtable Subcommittee - October 7, 2026 | 10:00am

17.4 Heritage Subcommittee - Thursday September 17, 2026 | 10:00am

17.5 Planning Advisory Committee - September 8, 2026 | 4:00pm

17.6 Hanover Police Service Board - Monday August 24, 2026 | 10:00am

17.7 Hanover Public Library Board - Wednesday September 16, 2026 | 6:00pm

17.8 Parks, Recreation & Culture Advisory Committee - Wednesday September 23, 2026 | 6:00pm

17.9 Hanover / Walkerton Waste Management Committee - Tuesday September 15, 2026 | 1:00pm

17.10 Saugeen Municipal Airport Commission - Wednesday September 16, 2026 | 1:00pm

17.11 Saugeen Mobility and Regional Transit Board - Friday September 11, 2026 | 10:00am

18. Important Dates and Announcements

18.1 Next Regular Council Meeting – September 8, 2026 | 4:00pm

19. Closed Meeting

20. Confirmation of Proceedings By-law

21. Adjournment

HEALTH and SAFETY MESSAGE

Wildland Fire Season

As you plan your fishing and outdoor adventures this summer, please remember that Ontario's legislated wildland fire season is active from April 1 to October 31.

While you are encouraged to enjoy the outdoors, it's important to stay informed and prepared.

Before you head out, make sure to check for forest fire updates and explore the Ontario Interactive Fire Map. It provides real-time details on:

- active wildland fires
- current fire danger levels across the province
- any restricted fire zones in effect

Also, be sure to check for any local municipal fire bans before lighting an outdoor fire. For updates on fire bans in Ontario Parks, visit Alerts in Ontario Parks.

If you spot a wildland fire:

- north of the French or Mattawa Rivers: Call 310-FIRE (3473)
- south of those rivers: Call 9-1-1

As of April 1, 2026, several regulatory changes came into effect as a result of updates to the *Wildland Fire Management Act*. These changes will help ensure greater awareness of rules designed to prevent unwanted human-caused fires.

Thanks for doing your part to keep our forests, communities and fellow outdoor enthusiasts safe!

THE CORPORATION OF THE
TOWN OF HANOVER
CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2025

CONTENTS

STATEMENT OF ADMINISTRATIVE RESPONSIBILITY

Management's Responsibility for the Consolidated Financial Statements

The management of the Corporation of the Town of Hanover ("Municipality") is responsible for the integrity, objectivity and accuracy of the financial information in the accompanying consolidated financial statements.

The consolidated financial statements have been prepared by management in accordance with Canadian Generally Accepted Accounting Principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies is disclosed in Note 1 to the consolidated financial statements.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, administration has developed and maintained a system of internal control designed to provide reasonable assurance that the Municipality's assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of the financial statements.

The Chief Administrative Officer and Director of Corporate Services review the financial statements before such statements are submitted to Council and published for the residents of Hanover. The external auditors have access to, and meet with Administration and Council to discuss their audit and the results of their examination.

Council meets with the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matter prior to council's approve of the consolidated financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by council. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

Hanover, Ontario

Sherri Walden
Chief Administrative Officer

Jelena Savic
Director of Corporate Services

Independent Auditor's Report

To the Members of Council of Corporation of the Town of Hanover:

Opinion

We have audited the consolidated financial statements of Corporation of the Town of Hanover and its subsidiaries (the "Municipality"), which comprise the consolidated statement of financial position as at December 31, 2025, and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Municipality as at December 31, 2025, and the results of its consolidated operations, changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the Municipality as a basis for forming an opinion on the consolidated financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Hanover, Ontario

Chartered Professional Accountants

Licensed Public Accountants

THE CORPORATION OF THE TOWN OF HANOVER

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2025

	2025 **$**	2024 $
FINANCIAL ASSETS		
Cash and cash equivalents (note 2)	**$ 12,214,680**	$ 15,849,132
Portfolio investments (note 3)	**2,001,818**	1,665,033
Taxes receivable	**735,507**	620,863
Water and wastewater charges receivable	**754,559**	805,580
Government transfers receivable	**3,565,481**	1,447,842
Other receivables	**2,600,578**	1,424,733
Inventory for resale	**24,313**	29,075
Long-term investments (note 4)	**2,756,742**	2,756,742
TOTAL FINANCIAL ASSETS	**24,653,678**	24,599,000
LIABILITIES		
Temporary borrowings (note 6)	**18,445**	5,824,778
Accounts payable and accrued liabilities	**3,626,513**	3,765,780
Deferred revenue (note 5)	**1,433,311**	891,913
Long-term debt (note 7)	**6,832,417**	112,326
Asset retirement obligations (note 8)	**4,995,602**	4,919,993
Employee future benefits liability (note 10)	**1,321,120**	1,164,927
TOTAL LIABILITIES	**18,227,408**	16,679,717
NET FINANCIAL ASSETS	**6,426,270**	7,919,283
NON-FINANCIAL ASSETS		
Tangible capital assets (schedule 1)	**115,610,608**	101,324,483
Inventory of supplies	**227,996**	207,051
Land held for sale	**1,946,528**	1,935,402
Prepaid expenses	**341,248**	329,331
TOTAL NON-FINANCIAL ASSETS	**118,126,380**	103,796,267
ACCUMULATED SURPLUS (note 12)	**$ 124,552,650**	$ 111,715,550

THE CORPORATION OF THE TOWN OF HANOVER

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31, 2025

	Budget 2025 $	Actual 2025 $	Actual 2024 $
REVENUES			
Taxation	9,948,500	$ **10,001,335**	$ 9,228,399
Government transfers (note 15)	10,675,750	**10,227,231**	7,292,167
Waste and wastewater charges	5,687,800	**5,718,602**	5,298,122
User fees and service charged	3,839,382	**4,252,099**	2,271,464
Investment income	376,100	**931,519**	1,063,309
Donations and contributed assets	376,000	**4,026,424**	388,011
Other income	555,000	**593,565**	579,213
TOTAL REVENUES	31,458,532	$ **35,750,775**	$ 26,120,685
EXPENSES			
General government	1,798,600	$ **1,949,432**	$ 1,882,725
Protection services	5,914,400	**5,941,050**	5,447,445
Transportation services	2,211,099	**3,781,613**	2,187,240
Transit	1,088,090	**737,772**	1,210,635
Environmental services	4,347,350	**4,616,637**	4,544,254
Health and social services	567,900	**709,417**	865,798
Recreation and cultural services	4,425,100	**4,514,762**	4,484,678
Planning and development	567,000	**662,992**	620,168
TOTAL EXPENSES	20,919,539	$ **22,913,675**	$ 21,242,943
ANNUAL SURPLUS	10,538,993	**12,837,100**	4,877,742
ACCUMULATED SURPLUS - beginning of year	111,715,550	**111,715,550**	106,837,808
ACCUMULATED SURPLUS - end of year (note 10)	$ 122,254,543	$ **124,552,650**	$ 111,715,550

THE CORPORATION OF THE TOWN OF HANOVER

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the year ended December 31, 2025

	Budget 2025 $	Actual 2025 $	Actual 2024 $
ANNUAL SURPLUS	**10,538,993**	**12,837,100**	4,877,742
Acquisition of tangible capital assets	(17,337,000)	**(17,649,687)**	(12,140,209)
Proceeds on disposal of tangible capital assets	32,000	**65,110**	62,200
Amortization expense	2,568,300	**3,096,115**	3,038,874
(Gain)/loss on disposal of tangible capital assets	-	**202,338**	229,566
	(14,736,700)	**(14,286,125)**	(8,809,569)
Decrease (increase) in prepaid expenses		**(11,917)**	(288,642)
Decrease (increase) in inventory of supplies	-	**(20,945)**	(23,144)
Decrease (increase) in assets held for sale	-	**(11,126)**	3,017
	-	**(43,988)**	(308,769)
Change in net financial assets	(4,197,707)	**(1,493,013)**	(4,240,596)
Net financial assets, beginning of year	7,919,283	**7,919,283**	12,159,879
Net financial assets, end of year	3,721,576	**6,426,270**	7,919,283

THE CORPORATION OF THE TOWN OF HANOVER

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2025

	Actual 2025 $	Actual 2024 $
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Annual surplus	**12,837,100**	4,877,742
Non-cash charges to operations		
Amortization and writedown of tangible capital assets	**3,298,453**	3,268,440
Employee future benefits	**156,193**	(210,014)
Accretion of asset retirement obligation	**86,106**	83,633
	16,377,852	8,019,801
Change in non-cash assets and liabilties		
Taxes receivable	**(114,644)**	(79,284)
Accounts receivable	**(3,242,461)**	1,615,039
Inventory for resale	**4,762**	20,849
Accounts payable	**(139,272)**	1,338,564
Deferred revenue	**541,398**	(830,532)
Prepaid expenses and inventory of supplies	**(43,988)**	(308,769)
	13,383,647	9,775,668
CAPITAL		
Acquisition of tangible capital assets	**(17,649,687)**	(12,140,209)
Proceeds on disposal of tangible capital assets	**65,110**	62,200
Settlement of asset retirement obligation	**(10,497)**	(10,240)
	(17,595,074)	(12,088,249)
INVESTING		
Purchase of investments	**(336,785)**	(345,901)
Proceeds on sale of investments	**-**	2,000,000
Decrease in loans receivable	**-**	1,135,083
	(336,785)	2,789,182
FINANCING		
Increase (decrease) in temporary borrowings	**(5,806,331)**	5,783,169
Additions to long-term liabilities	**6,862,350**	-
Repayment of long term liabilities	**(142,259)**	(164,753)
	913,760	5,618,416
Net change in cash and cash equivalents	**(3,634,452)**	6,095,017
Cash and cash equivalents - beginning of year	**15,849,132**	9,754,115
Cash and cash equivalents - end of year	**12,214,680**	15,849,132

The Corporation of the Town of Hanover ("Municipality") is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, 2001, Municipal Affairs Act and related legislation. The Municipality provides municipal services such as fire, public works, planning, parks and recreation and other general government operations.

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Municipality are the representation of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) as defined in the CPA Canada Public Sector Accounting Handbook. Significant aspects of the accounting policies are as follows:

a) *Basis of Consolidation*

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the current fund, capital fund, reserves and reserve funds of all municipal organizations, committees, and boards which are owned or controlled by council. All interfund assets, liabilities, revenues and expenses have been eliminated on consolidation.

These entities include:

- Hanover Police Services Board
- Hanover Public Library Board
- Hanover Downtown Improvement Area
- Launch Pad Youth Activity & Technology Centre

A government partnership exists where the Municipality has shared control over the board or entity. The Municipality's pro-rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The Municipality's proportionate interest of the following government partnerships are reflected in the consolidated financial statements:

• Saugeen Mobility and Regional Transit	19.0% (2024 – 18.8%)
• Hanover / Walkerton Landfill Site	50.0% (2024 – 50.0%)
• Saugeen Municipal Airport	31.2% (2024 – 31.2%)

b) *Use of Estimates*

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Management has made estimates of historical cost, useful lives and amortization of capital assets. In addition, estimates have been made of asset retirement obligations and employee future benefit costs. By their nature, these estimates are subject to measurement uncertainty and actual

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

results could differ from management's best estimates as additional information becomes more available in the future.

c) Revenue recognition

Taxation revenues are recorded at estimated amounts when they meet the definition of an asset, have been authorized, and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. As taxes recorded are initially based on management's best estimate of the taxes that will be received, it is possible that changes in future conditions, such as reassessments due to audits, appeals and court decisions, could result in a change in the amount of tax revenue recognized. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

Fines and donations are recognized when collected.

Fees, user charges and other revenues are recorded upon sale of goods or provision of service when collection is reasonably assured.

Investment income earned on surplus funds (other than obligatory reserve funds) are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is recorded directly to each fund balance and forms part of the respective deferred revenue balances.

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

d) Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and cash accounts held at financial institutions.

e) County and school board

The Municipality collects taxation revenue on behalf of the school boards and the County of Grey. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the County of Grey are not reflected in these financial statements.

f) Inventory

Inventory of goods held for resale are recorded at the lower of cost and net realizable value. Cost is determined on the average cost basis.

Assets held for sale, where it is not anticipated that the sale will be completed within one year, are reported as a non-financial asset.

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

Inventory of goods held for consumption are recorded as a non-financial asset at the lower of cost and replacement cost. Cost is determined on the first-in first-out basis.

g) *Tangible capital assets*

Purchased tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Tangible capital assets received as contributions are recorded at their fair value at the date of contribution. Where fair market value cannot be reasonably determined, contributed tangible capital assets are recorded at a nominal amount. Amortization is calculated on a straight-line basis over the estimated useful life of the asset. The useful lives of the assets are based on estimates made by management as follows:

Asset	**Useful Life**
Land improvements	25 to 40 years
Buildings	50 to 100 years
Building components	10 to 80 years
Equipment	5 to 25 years
Vehicles	5 to 30 years
Infrastructure:	
Road surfaces	20 to 80 years
Utility systems	70 to 100 years

h) *Intangible assets*

Intangible assets, art and cultural and historic treasures, and items inherited by right of the Crown, such as Crown lands, forests, water, and mineral resources, are not recorded in these financial statements.

i) *Liability for contaminated sites*

A contaminated site is a site at which substances occur in concentrations that exceed the maximum acceptable amounts under an environmental standard. Sites that are currently in productive use are only considered a contaminated site if an unexpected event results in contamination. A liability for remediation of contaminated sites is recognized when the organization is directly responsible or accepts responsibility; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability includes all costs directly attributable to remediation activities including post remediation operations, maintenance and monitoring. The liability is recorded net of any expected recoveries. Management is not aware of any contaminated sites.

j) *Asset retirement obligations*

A liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a

1. SIGNIFICANT ACCOUNTING POLICIES (continued)

reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

k) Employee Future Benefits

The municipality pays post-employment benefits to eligible employees on retirement. The benefits earned are recognized over the service life of the employees using the projected benefit method and management's best estimate of salary escalation, benefit costs, and retirement ages of employees.

Defined contribution plan accounting is applied to the municipality's multi-employer defined benefit pension plan.

l) Trust Funds

Funds held in trust by the municipality, and their related operations, are not included in these financial statements. The financial position and activity of the trust funds are reported separately on the trust fund balance sheet and statement of continuity.

m) Financial instruments

The Municipality classifies its financial instruments as either fair value or amortized cost.

Cash is measured at fair value. All other financial assets and financial liabilities are measured at amortized cost.

Interest and dividends attributable to financial instruments are reported in the statement of operations.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense. All financial assets except derivatives are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Transaction costs are added to the carrying value for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

2. CASH

Cash consists of deposits at a financial institution. The deposits earn interest at prime less 1.55%, on all business accounts, payable monthly.

The municipality has a line of credit that bears interest at the lender's prime rate less 0.5%. At December 31, 2025, the municipality had undrawn credit capacity under this facility of $500,000.

Included in cash is S763,283 (2024 - $563,229), the use of which is externally restricted by legislation or agreement.

3. INVESTMENTS

	2025 **$**	2024 $
GICs and Mutual funds	**2,001,818**	1,665,033
Market value	**3,122,372**	2,576,450

4. LONG-TERM INVESTMENTS

	2025 **$**	2024 $
Westario Power Inc.		
1,509 common shares	**2,756,742**	2,756,742

The municipality owns 15.09% of the outstanding shares of Westario Power Inc., a private company incorporated under the laws of the Province of Ontario. The fair value of these shares is not practicable to determine in the absence of published market quotations.

In December 2025, the shareholders of Westario Power Inc., including the Town of Hanover, approved the sale of Westario Power Inc. to ERTH Corporation.

In May 2026, ERTH Corporation made a formal application to the Ontario Energy Board seeking approval for the purchase. As of the date of these financial statements, this approval had not yet been granted.

The total proceeds from the disposition of the common shares of Westario Power Inc. cannot be reliably estimated at this time, and no amounts related to this transaction have been accrued in these financial statements

5. DEFERRED REVENUE

	2025	2024
	$	$
Obligatory reserve funds		
Provincial Gasoline Tax Funding	**710,477**	594,127
Federal Gasoline Tax Funding	**52,807**	29,135
	763,284	623,262
Deferred revenue	**670,027**	268,651
	1,433,311	891,913

The net change during the year in the obligatory reserve fund balances is made up of the following:

	Opening	Contibutions received	Investment income	Revenue recognized	Ending
	$	$	$	$	$
Obligatory Reserve					
Provincial Gasoline Tax	594,127	740,828	13,472	(637,950)	**710,477**
Federal Gasoline Tax	29,135	260,920	2,904	(240,152)	**52,807**
	623,262	1,001,748	16,376	(878,102)	**763,284**

6. TEMPORARY BORROWINGS

	2025	2024
	$	$
Ontario Infrastructure Temporary Loan, interest at Prime, interest only payments, due October 2029	-	$5,800,000
Credit union operating loan, prime rate less 0.50%, calculated and payable monthly	**18,445**	24,778
	18,445	5,824,778

7. LONG-TERM DEBT

	2025 $	2024 $
Term loan payable, repaid in the year	$ -	$ 112,326
Federation of Canadian Municipalities Term Loan, 4.98%, payable $213,251 semi-annually principal and interest, due October 2045	5,362,350	-
TD Bank Trail Bridges Loan, 4.49%, payable $15,538 monthly principal and interest, due September 2035	1,470,067	-
	$ 6,832,417	$ 112,326

Principal payments in the next 5 fiscal years and thereafter are as follows:

	Principal Repayments
2026	$ 284,418
2027	298,195
2028	312,473
2029	327,779
2030	343,661
Thereafter	5,265,891
	$ 6,832,417

8. ASSET RETIREMENT OBLIGATION

The municipality's financial statements include an asset retirement obligation for asbestos, lead paint and PCB's in the municipality's facilities. The municipality has also included an asset retirement obligation for the closure and post-closure costs with the municipality's active landfill site and post-closure costs of the municipality's closed landfill site. The related asset retirement costs are being amortized on a straight line basis. The liability associated with the closure and post-closure costs has been estimated using a net present value technique with a discount rate of 3.37% (2024 – 3.37%). The liability associated with other asset retirement obligations have not been present valued due to the uncertainty as to when the asbestos will be removed.

The estimated total undiscounted future expenditures are $11,118,565 (2024 - $11,139,301). The expenditures are expected to be incurred and liability settled as follows:

$358,856 incurred over the next 10 years and settled 2026 to 2035;
$638,428 incurred over the next 20 years and settled 2036 to 2045;
$2,208,000 incurred over the next 30 years and settled 2046 to 2055;
$3,389,877 incurred over the next 40 years and settled 2056 to 2065;
$3,471,857 incurred over the next 50 years and settled 2066 to 2075;
$901,547 incurred over the next 60 years and settled 2076 to 2085;
$Nil incurred over the next 70 years and settled 2086 to 2095; and
$150,000 incurred over the next 80 years and settled 2096 to 2105.

	2025	2024
	$	$
Balance, beginning of year	**4,919,993**	4,846,600
Increase due to accretion expense	**86,106**	83,633
Decrease due to liability settled during the year	**(10,497)**	(10,240)
Balance, end of year	**4,995,602**	4,919,993

Significant estimates and assumptions are made in determining the asset retirement costs as there are numerous factors that will affect the amount ultimately payable. Those uncertainties may result in future actual expenditures that are different than the amounts currently recorded. At each reporting date, as more information and experience is obtained as it relates to these asset retirement obligations, the estimates of the timing, the undiscounted cash flows and the discount rates may change. Adjustments to these factors are accounted for as an adjustment to the asset retirement obligation and the related tangible capital asset in the current period on a prospective basis.

9. PENSION PLAN

The Municipality makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of 109 (2024 – 109) members of its staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefits to be received by the employees based on the length of services and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed to OMERS by the Municipality for 2025 was $579,417 (2024 - $544,353). The contribution rate for 2025 was 9.0% to 15.8% depending on age and income level (2024 – 9.0% to 15.8%).

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2025. At that time the plan reported a $1.3 billion actuarial deficit (2024 - $2.9 billion actuarial deficit), based on actuarial liabilities of $149.6 billion (2024 - $140.8 billion) and actuarial assets of $148.3 billion (2024 - $137.9 billion). Ongoing adequacy of the current contribution rates will need to be monitored as declines in the financial markets may lead to increased future funding requirements.

10. RETIREMENT BENEFIT LIABILITY

The municipality provides retirement benefits other than pensions to substantially all of its full-time employees. The plan provides extended health and life insurance benefits to age 65. Certain employees may take a retirement lump sum payout in lieu of the benefit continuation. The plan is unfunded and requires no contribution from employees.

The retirement benefit liability at December 31 is determined as follows:

	2025	2024
	$	$
Retirement benefit accrued benefit obligation	**1,289,149**	1,312,680
Unamortized actuarial gain (loss)	**31,971**	(147,753)
Retirement benefit liability	**1,321,120**	1,164,927

The above amounts were determined by actuarial valuation using the projected benefit method, pro-rated on services. The most recent actuarial report was prepared at December 31, 2024. The accrued benefit obligation shown for 2025 is based on an extrapolation of that 2024 valuation. There is a net unamortized actuarial loss to be amortized on a straight-line basis over the expected average remaining service life of the related employee groups.

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, medical premium inflation rates, wage increases, employee turnover, and mortality rates. The assumptions used reflect management's best estimates, but are subject to measurement uncertainty. Actual results could differ significantly from those estimated because of the uncertainty related to future events and conditions. The liability was determined using a discount rate of 4.25%, along with an inflation rate of 2.00% and a compensation increase rate of 2.00% to 3.00%. For extended health care costs, a 5.67% annual rate of increase was assumed for 2026, decreasing to an ultimate annual rate of increase of 4.00% in 2031. For dental costs, a 4.00% annual rate of increase was assumed.

	2025	2024
	$	$
Current service cost	**92,279**	(139,373)
Changes due to plan amendments	**102,174**	-
Interest costs	**50,962**	41,863
Amortization of actuarial gain/(loss)	**(1,412)**	11,483
Total expense for the year	**244,003**	(86,027)
Benefit payments	**(87,811)**	(123,987)
Change in liability for the year	**156,192**	(210,014)

11. TANGIBLE CAPITAL ASSETS

The carrying value of tangible capital assets not being amortized because they are under construction, development, or have been removed from service is $10,987,241 (2024 -$1,561,570).

Certain land assets have been recorded at nominal values. The land can be used to provide future services.

For additional information, see the Consolidated Schedule of Tangible Capital Assets (Schedule 1).

12. ACCUMULATED SURPLUS

The accumulated surplus reported on the consolidated statement of financial position is comprised of the following:

	2025	2024
	$	$
General surplus (deficit)	**3,047**	(80,389)
Amount invested in land for resale	**1,922,006**	1,922,006
Amounts invested in tangible capital assets	**115,610,608**	101,324,483
Reserves and reserve funds set aside for specific purpose by council (note 13)	**20,166,128**	20,546,696
Amounts to be recovered (note 14)	**(13,149,139)**	(11,997,246)
	124,552,650	111,715,550
The general surplus is comprised of the following		
General area taxation	**76,998**	-
Launch Pad Youth Activity & Technology Centre	**(59,445)**	(59,446)
Saugeen Municipal Airport	**(14,506)**	(20,943)
	3,047	(80,389)

13. RESERVES AND RESERVE FUNDS

	2025	2024
	$	$
Reserves set aside for specific purpose by Council:		
Working funds	**457,434**	457,434
WSIB	**110,199**	113,450
Current		
General government	**867,993**	789,291
Protection services	**99,660**	63,669
Health services	**3,185**	3,305
Westario Power proceeds, set aside in note for future use	**-**	-
Other	**11,781**	1,981
Capital		
Protection services	**514,929**	157,501
Wastewater	**2,331,210**	1,766,856
Water	**1,724,171**	1,380,802
Waste collection and disposal	**228,812**	909,220
Health services	**39,882**	31,280
Hanover Public Library Board	**378,177**	352,431
Recreation and culture	**45,252**	37,751
Planning and development	**167,291**	158,086
Other capital purposes	**1,392,541**	2,086,568
	8,372,517	**8,309,625**
Reserve funds set aside for specific purpose by Council:		
Infrastructure	**1,068,732**	765,950
Investing in Hanover	**1,192,458**	945,749
Water	**2,805,482**	5,048,014
Wastewater	**3,890,439**	2,645,547
Planning and development	**79,758**	75,069
Westario Power proceeds, set aside in shares for future use	**2,756,742**	2,756,742
	11,793,611	12,237,071
Reserves and reserve funds set aside for specific purpose by council, end of the year	**20,166,128**	20,546,696

14. AMOUNTS TO BE RECOVERED

The balance of the amounts to be recovered is comprised of the following:

	2025	2024
	$	**$**
Short term debt	**-**	5,800,000
Long term debt	**6,832,417**	112,326
Employee future benefits liability	**1,321,120**	1,164,927
Landfill closure and post-closure care liability	**4,995,602**	4,919,993
	13,149,139	11,997,246

The net change during the year in the amounts to be recovered is made up of the following:

	2025	2024
	$	**$**
New debt issued	**6,862,350**	5,800,000
Principal payments on debt	**(5,942,259)**	(164,753)
Change in retirement benefit liability	**156,192**	(210,014)
Change in asset retirement obligation	**75,609**	73,393
Increase (decrease) in amounts to be recovered during the year	**1,151,892**	5,498,626

15. GOVERNMENT TRANSFERS

	2025 Budget $	2025 $	2024 $
Operating			
Province of Ontario Municipal Partnership Fund (OMPF)	2,241,500	**2,241,500**	2,055,000
Ontario Lottery and Gaming Corporation	1,313,000	**1,253,716**	1,332,101
Province of Ontario conditional grants			
General government	-	**-**	-
Protection services	36,700	**57,838**	53,564
Transit	600,800	**585,398**	635,145
Waste collection	-	**1,902**	107,029
Hanover Public Library Board operating grant	16,500	**29,725**	17,572
Social and family Services	-	**-**	18,096
Other	169,750	**30,176**	21,526
	4,378,250	**4,200,255**	4,240,033
Government of Canada conditional grants			
Hanover Public Library Board	-	**14,825**	8,515
Other	2,500	**3,020**	42,295
	2,500	**17,845**	50,810
Other Municipalities conditional grants			
Protection services	145,000	**145,000**	140,800
Roadways	26,600	**27,366**	19,116
Other	-	**-**	-
	171,600	**172,366**	159,916
Total operating transfers	4,552,350	**4,390,466**	4,450,759
Capital			
Province of Ontario conditional grants			
Roadways	500,000	**538,412**	442,099
Protection services	-	**141,365**	370,865
Transit	140,000	**52,553**	378,587
Water and wastewater	3,153,400	**2,689,483**	78,167
Recreation and culture services	-	**-**	421,362
	3,793,400	**3,421,813**	1,691,080
Government of Canada conditional grants			
Protection services	-	**755,669**	550,834
Roadways	330,000	**-**	-
Transit	-	**-**	-
Water and wastewater	2,000,000	**1,659,283**	93,809
Recreation and cultural services	-	**-**	505,685
	2,330,000	**2,414,952**	1,150,328
Total capital transfers	6,123,400	**5,836,765**	2,841,408
Total government transfers	10,675,750	**10,227,231**	7,292,167

15. GOVERNMENT TRANSFERS (continued)

Included in expenses are government transfers for the following:

	2025 Budget $	2025 $	2024 $
Conservation authority	179,200	**179,832**	148,386
Transit	752,783	**334,070**	845,774
Other	100,000	**99,350**	98,250
	1,031,983	**613,252**	1,092,410

16. OTHER INCOME

	2025 Budget $	2025 $	2024 $
Penalties and interest on taxation	80,000	**104,506**	96,003
Rents	409,100	**398,349**	388,140
Other	65,900	**90,710**	95,070
	555,000	**593,565**	579,213

17. SEGMENTED INFORMATION

The Corporation of the Town of Hanover is a diversified municipal government organization that provides a wide range of services to its citizens such as police, fire, roadways, water, and recreation and cultural services. Distinguishable functional segments have been separately disclosed in the segmented information (Schedule 2). The nature of the segments and the activities they encompass are as follows:

General Government
This segment relates to the revenues and expenses that relate to the operations of the municipality itself and unallocated items that cannot be directly attributed to any specific segment. General administration, council activities and maintenance of municipal buildings are included in the functions of general government.

Protection Services
Protection is comprised of police services, fire protection, emergency plan, building inspections, and animal control.

Transportation Services
Transportation is comprised of the municipality's roadways, storm sewers, sidewalks, street lighting, and winter control. It also includes the municipality's proportionate share of the operations of specialty transportation services and an airport, both services that are shared with surrounding municipalities.

Wastewater and Water Services
This segment treats and distributes the municipality's drinking water and ensures that it meets all provincial standards. It also includes the collection and treatment of wastewater.

17. SEGMENTED INFORMATION (continued)

Environmental Services
Environmental services consist of providing waste and recycling collection and the municipality's share of the operation of the Hanover / Walkerton joint landfill site.

Health Services
Health services are comprised of support to the medical clinic operations, cemetery and the Launch Pad Youth Activity and Technology Centre.

Hanover Public Library Board
This segment provides library services to assist with its citizens' informational needs.

Recreation and Cultural Services
This segment maintains parks and facilities and provides programs meant to improve the health and development of the municipality's citizens. Recreation programs such as skating and swimming lessons are provided at the arena and aquatic centre. The municipality also has a theatre to provide cultural programs.

Planning and Development Services
This segment provides services including residential and commercial planning, review of property development plans, and economic development services for the municipality.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. In measuring and reporting segment revenue from transactions with other segments, inter-segment transfers are measured on the basis of exchange amount. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis as follows:

i. Taxation
Allocated to those segments that are funded through taxation based on their net expenditure for the year.

ii. Unconditional grants from OMPF & OLG
Allocated to those segments that are funded through unallocated revenues based on their net expenditure for the year

18. GOVERNMENT PARTNERSHIPS

The following summarizes the financial position and operations of the municipal joint boards. The Municipality's pro-rata share of these accounts have been reported in the financial statements using the proportionate consolidation method:

	Saugeen Municipal Airport 31.2% $	S.M.A.R.T 19.0% $	Hanover / Walkerton Landfill Site 50.0% $
Financial Assets			
Cash and temporary investments	37,762	25,974	562,370
Accounts receivable	25,822	134,516	111,560
Other financial assets	17,454	-	-
	81,039	160,489	673,930
Liabilities			
Temporary borrowings	-	97,079	-
Accounts payable	89,776	166,868	216,306
Asset retirement obligation	-	-	5,261,376
Other liabilities	-	-	16,844
	89,776	263,947	5,494,526
Net financial assets (net debt)	(8,737)	(103,458)	(4,820,596)
Non financial assets	698,301	1,518,863	8,018,692
Accumulated Surpus	689,564	1,415,405	3,198,096
Accumulated Surplus			
Amounts to be recovered	(46,508)	-	(5,278,220)
Invested in tangible capital assets	698,301	1,415,405	8,018,692
Reserves and reserve funds	37,772	-	457,624
	689,564	1,415,405	3,198,096
Revenues			
Contributions from Town of Hanover	53,500	150,525	210,000
Other government contributions	119,100	641,000	215,258
Other	294,899	2,294,623	1,031,958
Expenses	(444,344)	(2,124,755)	(1,368,994)
Annual surplus (deficit)	23,155	961,393	88,222

19. BUDGET FIGURES

Under Canadian public sector accounting standards, budget amounts are to be reported on the consolidated statements of operations and change in net financial assets for comparative purposes. The budget amounts for The Corporation of the Town of Hanover are as approved by council and have been restated to conform to the basis of presentation of the revenues and expenses on the consolidated statements of operations and changes in net financial assets.

The following is a reconciliation of the budget approved by council:

	2025 Budget	**2025**	2024
	$	**$**	$
Annual surplus (deficit)	10,538,993	**12,837,100**	4,877,742
Acquistion of tangible capital assets	(17,337,000)	**(17,649,687)**	(12,140,209)
Proceeds on disposal of tangible capital assets	32,000	**65,110**	62,200
Amortization	2,568,300	**3,298,453**	3,268,440
Acquisition of assets held for sale	-	**-**	-
Proceeds from borrowings	-	**6,862,350**	5,800,000
Debt principal repayments	(295,300)	**(5,942,259)**	(164,753)
	(4,493,007)	**(528,934)**	1,703,420
Transfers from (to) reserves for operations	4,376,542	**988,473**	(859,627)
Change in unfunded liabilities	-	**231,802**	(136,621)
	(116,465)	**691,341**	707,172
Reserve funds annual surplus	-	**(607,905)**	(725,359)
General surplus (deficit), beginning of year	(80,389)	**(80,389)**	(62,202)
General surplus (deficit), end of year	(196,854)	**3,047**	(80,389)

20. OPERATIONS OF SCHOOL BOARD AND THE COUNTY OF GREY

During the year, the following tax revenue was raised and remitted to the school boards and the County of Grey:

	2025 Budget	**2025**	2024
	$	**$**	$
School boards	2,175,900	**2,216,892**	2,183,677
County of Grey	3,272,100	**3,682,115**	3,537,442
	5,448,000	**5,899,007**	5,721,119

21. TRUST FUNDS

The trust funds administered by the municipality amounting to $825,146 (2024 - $798,117) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of financial activities. At December 31, 2025, the trust fund balances are as follows:

	2025	2024
	$	$
Cemetery Pre-need Assurance Fund	**260,390**	252,788
Cemetery Care and Maintenance Funds	**564,756**	545,329
	825,146	798,117

22. CONTRACTUAL COMMITMENTS

The municipality has commitments with respect to capital projects at December 31, 2025 in the amount of $4,161,000 (2024 - $1,771,000)

23. FINANCIAL INSTRUMENTS

Financial Instrument Risk Management

The municipality is exposed to credit risk, liquidity risk and interest rate risk from its financial instruments. This note describes the municipality's objectives, policies and processes for managing those risks and the methods used to measure them. Further qualitative and quantitative information in respect of these risks is presented below and throughout these financial statements.

Credit risk
The municipality is exposed to credit risk through its cash, investments, accounts receivable and loans receivable. Bank balances of $12,214,680 are held at the same credit union. The Deposit Insurance Corporation of Ontario (DICO) insures deposits to a maximum of $250,000 per depositor. There is the possibility of non-collection of trade and other receivables. The majority of the municipality's receivables are from ratepayers and government entities. For receivables, the municipality measures impairment of each receivable type based on how long the amounts have been outstanding. The amounts outstanding at year end, which is the municipality's maximum exposure to credit risk related to receivables, were as follows:

23. FINANCIAL INSTRUMENTS (continued)

	0-30 days	31-90 days	91-365 days	1 to 2 years	3 to 10 years
Cash	12,214,680	-	-	-	-
Investments	2,001,818	-	-	-	-
Taxes receivable	283,588	214,735	53,684	182,657	844
Water and wastewater charges receivable	729,204	23,044	2,311	-	-
Government transfers receivable	3,565,481	-	-	-	-
Other receivables	2,384,037	66,045	14,563	135,933	-
Inventory for resale	24,313	-	-	-	-
Long-term investments	2,756,742	-	-	-	-
	23,959,863	**303,824**	**70,558**	**318,590**	**844**

Liquidity risk

Liquidity risk is the risk that the municipality encounters difficulty in meeting its obligations as they fall due. The municipality has a planning and budgeting process in place to help determine the funds required to support the municipality's normal operating requirements on an ongoing basis. The municipality is exposed to liquidity risk through its temporary borrowings, accounts payable and accrued liabilities, and long-term liabilities. The municipality ensures that there are sufficient funds to meet its short-term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and cash equivalents. Further, the municipality seeks to maintain an available line of credit balance as approved by the appropriate borrowing by-law to meet, at a minimum, expected requirements for a period of at least 90 days. The following table sets out the contractual maturities (representing undiscounted contractual cash-flows) of financial liabilities:

	Within 6 months	6 months to 1 year	1 -5 years	Over 5 years
Temporary borrowings	18,445	-	-	-
Accounts payable and accrued liabilities	2,436,266	1,190,245	-	-
Long-term debt	140,973	143,445	1,282,108	5,265,890
	2,595,684	**1,333,690**	**1,282,108**	**5,265,890**

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instruments will fluctuate because of changes in market interest rates. The municipality is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of temporary borrowings.

24. SUBSEQUENT EVENT

In December of 2025, the Councils of the Town of Hanover and the Municipality of West Grey approved the transfer of 1,600 acres of land along Concession 1, 2 and 3 of Hanover from the Municipality of West Grey to the Town of Hanover, in exchange for cash proceeds of $10 million which is to be paid in equal instalments of $500,000 over the next twenty years.

In May 2026, the Minister of Municipal Affairs and Housing signed the Minister's Restructuring Order transferring the 1,600 acres to the Town of Hanover effective May 1, 2026.

THE CORPORATION OF THE TOWN OF HANOVER

SCHEDULE 1 - CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS

December 31, 2025

	Land and Land Improvements $	Building $	Equipment $	Vehicles $	Infrastructure $	Totals $
COST						
Balance, beginning of year	$ 10,680,954	$ 53,332,638	$ 9,658,132	$ 3,779,563	$ 67,259,302	$ 144,710,589
Add: additions during the year	2,094,651	1,092,405	992,979	437,029	13,032,623	17,649,687
Less: disposals during the year	-	(502,769)	(100,980)	(64,348)	(193,151)	(861,248)
Balance, end of year	$ 12,775,605	$ 53,922,274	$ 10,550,131	$ 4,152,244	$ 80,098,774	$ 161,499,028
ACCUMULATED AMORTIZATION						
Balance, beginning of year	$ 2,412,558	$ 16,545,314	$ 4,067,204	$ 2,018,906	$ 18,342,124	$ 43,386,106
Add: amortization for the year	204,238	1,091,967	384,110	281,557	1,134,243	3,096,115
Less: disposals during the year	-	(370,477)	(100,980)	(50,580)	(71,764)	(593,800)
Balance, end of year	$ 2,616,796	$ 17,266,804	$ 4,350,335	$ 2,249,883	$ 19,404,603	$ 45,888,421
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	$ 10,158,809	$ 36,655,470	$ 6,199,797	$ 1,902,361	$ 60,694,171	$ 115,610,608

The accompanying notes and schedules are an integral part of these consolidated financial statements

THE CORPORATION OF THE TOWN OF HANOVER
SCHEDULE 1 - CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
December 31, 2024

	Land and Land Improvements $	Building $	Equipment $	Vehicles $	Infrastructure $	Totals $
COST						
Balance, beginning of year	$ 10,517,515	$ 47,510,068	$ 7,776,354	$ 3,584,930	$ 64,369,008	$ 133,757,875
Add: additions during the year	189,802	6,223,021	2,386,518	320,653	3,020,215	12,140,209
Less: disposals during the year	(26,363)	(400,451)	(504,740)	(126,020)	(129,921)	(1,187,495)
Balance, end of year	$ 10,680,954	$ 53,332,638	$ 9,658,132	$ 3,779,563	$ 67,259,302	$ 144,710,589
ACCUMULATED AMORTIZATION						
Balance, beginning of year	$ 2,221,297	$ 15,933,610	$ 4,049,831	$ 1,870,348	$ 17,167,875	$ 41,242,961
Add: amortization for the year	193,875	965,589	360,278	274,578	1,244,554	3,038,874
Less: disposals during the year	(2,614)	(353,885)	(342,905)	(126,020)	(70,305)	(895,729)
Balance, end of year	$ 2,412,558	$ 16,545,314	$ 4,067,204	$ 2,018,906	$ 18,342,124	$ 43,386,106
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	$ 8,268,396	$ 36,787,324	$ 5,590,928	$ 1,760,657	$ 48,917,178	$ 101,324,483

THE CORPORATION OF THE TOWN OF HANOVER

SCHEDULE 2 - CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the year ended December 31, 2025

	General Government $	Protection Services $	Transportation Services $	Wastewater and Water $	Environmental Services $	Health Services $	Hanover Public Library Board $	Recreation and Cultural Services $	Planning and Development $	Consolidated $
Revenue										
Taxation	1,471,370	4,088,401	1,802,954	-	151,093	38,271	497,189	1,612,038	340,019	**10,001,335**
Fees and user charges	99,928	432,603	1,532,327	5,718,602	732,553	316,687	37,310	1,006,111	94,580	**9,970,701**
Other government transfers	-	1,099,872	1,203,729	4,348,766	32,078	-	44,550	3,020	-	**6,732,015**
OMPF & OLG grant	514,207	1,428,794	630,087	-	52,803	13,375	173,755	563,367	118,828	**3,495,216**
Investment income	667,067	-	-	217,924	29,320	-	11,557	-	5,651	**931,519**
Donations and other revenue	284,893	24,171	2,804,196	1,015,924	-	314,671	13,742	161,426	966	**4,619,989**
Total revenues	**3,037,465**	**7,073,841**	**7,973,293**	**11,301,216**	**997,847**	**683,004**	**778,103**	**3,345,962**	**560,044**	**35,750,775**
Expenses										
Salaries and benefits	1,312,244	4,091,608	744,109	987,149	123,425	185,688	493,860	1,857,849	232,683	**10,028,615**
Interest on debt	5,560	-	-	-	-	-	-	12,257	-	**17,817**
Materials and supplies	344,992	1,101,570	2,326,758	1,771,410	395,162	223,772	208,256	1,169,615	356,420	**7,897,955**
Contracted services	103,557	225,475	137,809	185,433	181,558	115,556	-	50,384	57,812	**1,057,584**
Government transfers	99,350	179,832	334,070	-	-	-	-	-	-	**613,252**
Amortization and loss on disposal	83,729	342,565	976,639	820,251	152,249	184,401	43,032	679,509	16,077	**3,298,452**
Total expenses	**1,949,432**	**5,941,050**	**4,519,385**	**3,764,243**	**852,394**	**709,417**	**745,148**	**3,769,614**	**662,992**	**22,913,675**
Net surplus/(deficit)	**1,088,033**	**1,132,791**	**3,453,908**	**7,536,973**	**145,453**	**(26,413)**	**32,955**	**(423,652)**	**(102,948)**	**12,837,100**

THE CORPORATION OF THE TOWN OF HANOVER

SCHEDULE 2 - CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the year ended December 31, 2024

	General Government $	Protection Services $	Transportation Services $	Wastewater and Water $	Environmental Services $	Health Services $	Hanover Public Library Board $	Recreation and Cultural Services $	Planning and Development $	Consolidated $
Revenue										
Taxation	1,058,416	3,609,629	1,656,030	-	244,198	35,717	470,527	1,791,829	362,053	9,228,399
Fees and user charges	66,366	36,852	217,387	5,298,122	603,783	309,267	44,634	914,271	78,904	7,569,586
Other government transfers	-	1,116,063	1,474,947	171,976	108,481	53,174	26,087	935,041	19,296	3,905,065
OMPF & OLG grant	516,232	845,800	1,294,720	-	54,379	7,954	104,778	482,614	80,625	3,387,102
Investment income	705,550	-	-	289,767	43,363	-	16,487	-	8,142	1,063,309
Donations and other revenue	278,204	38,626	36,590	-	-	377,824	10,324	214,554	11,101	967,224
Total revenues	2,624,768	5,646,970	4,679,674	5,759,865	1,054,204	783,936	672,837	4,338,309	560,121	26,120,685
Expenses										
Salaries and benefits	1,162,879	3,448,419	679,003	948,558	125,822	252,353	426,499	1,795,067	259,175	9,097,775
Interest on debt	-	-	-	-	-	-	-	5,103	-	5,103
Materials and supplies	416,309	1,428,170	806,036	1,502,532	639,580	342,435	202,288	1,158,607	324,874	6,820,831
Contracted services	126,651	220,391	94,799	174,593	117,604	128,607	-	59,738	36,000	958,383
Government transfers	98,250	148,386	845,774	-	-	-	-	-	-	1,092,410
Amortization and loss on disposal	78,636	202,079	972,263	883,561	152,004	142,403	42,019	795,357	119	3,268,441
Total expenses	1,882,725	5,447,445	3,397,875	3,509,244	1,035,010	865,798	670,806	3,813,872	620,168	21,242,943
Net surplus/(deficit)	742,043	199,525	1,281,799	2,250,621	19,194	(81,862)	2,031	524,437	(60,047)	4,877,742

THE CORPORATION OF THE TOWN OF HANOVER TRUST FUNDS FINANCIAL INFORMATION

For the year ended December 31, 2025

CONTENTS

Independent Auditor's Report

To the Members of Council of The Corporation of the Town of Hanover Trust Funds:

Opinion

We have audited the financial information of the The Corporation of the Town of Hanover Trust Funds (the "Trust Funds"), which comprise the balance sheet as at December 31, 2025, and the statement of continuity for the year then ended, and notes to the financial information, including a summary of significant accounting policies.

In our opinion, the accompanying financial information present fairly, in all material respects, the financial position of the Trust Funds as at December 31, 2025, and the statement of continuity for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Information section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial information in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Information

Management is responsible for the preparation and fair presentation of the financial information in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial information that are free from material misstatement, whether due to fraud or error.

In preparing the financial information, management is responsible for assessing the Trust Funds' ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust Funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust Funds' financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Information

Our objectives are to obtain reasonable assurance about whether the financial information as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial information.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust Funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust Funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust Funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial information, including the disclosures, and whether the financial information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

MNP LLP

Hanover, Ontario

Chartered Professional Accountants

Licensed Public Accountants

THE CORPORATION OF THE TOWN OF HANOVER TRUST FUNDS

Balance Sheet

As at December 31	Cemetery Pre-Need Assurance Fund	Cemetery Care and Maintenance Fund	2025 Total	2024 Total
ASSETS				
Cash	$ 261,111	$ 215,343	**$ 476,454**	$ 447,649
Portfolio investments (Note 2)	-	670,328	**670,328**	562,642
Due from general account	-	-	**-**	1,133
	$ 261,111	$ 885,671	**$ 1,146,782**	1,011,424
LIABILITIES AND FUND BALANCES				
Accounts payable	$ 721	$ 320,915	**$ 321,636**	$ 213,307
Fund balance	260,390	564,756	**825,146**	798,117
	$ 261,111	$ 885,671	**$ 1,146,782**	$ 1,011,424

Statement of Continuity

For the year ended December 31	Cemetery Pre-Need Assurance Fund	Cemetery Care and Maintenance Fund	2025 Total	2024 Total
BALANCE, beginning of the year	$ 252,788	$ 545,329	**$ 798,117**	$ 748,472
RECEIPTS				
Interest earned	8,827	6,797	**15,624**	21,482
Gain on disposal of investments	-	107,686	**107,686**	110,601
Perpetual care	-	19,430	**19,430**	17,482
Prepaid needs	23,977	-	**23,977**	37,851
	32,804	133,913	**166,717**	187,416
EXPENSES				
Transfer to municipality	25,202	114,486	**139,688**	137,771
BALANCE, end of the year	$ 260,390	$ 564,756	**$ 825,146**	$ 798,117

Approved on behalf of Council:

______________________ Treasurer ______________________ C.A.O./Clerk

The accompanying notes are an integral part of this financial information

NOTES TO THE FINANCIAL INFORMATION

1. SIGNIFICANT ACCOUNTING POLICIES

The financial information of The Corporation of the Town of Hanover Trust Funds (the "Trust") are the representation of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) as defined in the CPA Canada Public Sector Accounting Handbook. Significant aspects of the accounting policies are as follows:

a) *Basis of Consolidation*
These trust funds have not been consolidated with the financial statements of The Corporation of the Town of Hanover.

b) *Portfolio Investments*
Portfolio investments are recorded at cost. They are assessed for impairment, and a write-down is recognized when there is a loss in value that is not recoverable.

c) *Financial instruments*
The Trust Funds classifies its financial instruments as either fair value or amortized cost. The Trust Funds accounting policy for each category is as follows:

i. *Fair Value*
This includes cash which is initially recognized at cost and subsequently carried at fair value. Changes in fair value are recognized in the statement of continuity. Transaction costs related to cash are expensed as incurred.

ii. *Amortized Cost*
All other financial instruments are measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the balance sheet. They are initially recognized at cost and subsequently carried at amortized cost using the effective interest method rate, less any impairment losses on financial assets.

Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument.

Writedowns on financial assets in the amortized cost category are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net recoverable value with the writedown being recognized in the statement of continuity.

2. PORTFOLIO INVESTMENTS

Portfolio investments consist of mutual funds. The investments have a market value of $998,370 (2024 - $823,813) at the end of the year.

3. FINANCIAL INSTRUMENTS

Financial Instrument Risk Management

The Trust is exposed to risks that arise from its use of financial instruments. The Trust's financial instruments consist of cash, investments, interest receivable, due from the Town and due to the Town. It is management's opinion that the Trust is not exposed to significant currency risk arising from these financial instruments. The Trust is exposed to interest rate risk arising from its bank accounts and investments. The investments consist of pooled investments with One Investment Funds. The Trust is exposed to credit risk relating to its cash and investments. The cash and investments are held in Canadian Chartered banks. Amounts due to the Town are due within 30 days and is a liquidity risk to the Trust.

Hanover
Ontario, Canada

REGULAR COUNCIL MEETING MINUTES

July 13, 2026, 4:00 pm
Council Chambers | Civic Centre
341 10th Street
Hanover, ON N4N 1P5

MEMBERS PRESENT	**Mayor Sue Paterson** **Deputy Mayor Warren Dickert** **Councillor Dave Hocking** **Councillor Carol Hudson** **Councillor Brandon Koebel** **Councillor Susan Sakal**
MEMBERS ABSENT	**Councillor Harold Fleet**
STAFF PRESENT	**Laura Christen, Director of Parks, Recreation & Culture (Departed at 6:58pm)** **Jeff Dentinger, Fire Chief (Virtual, Departed at 4:45pm)** **Vicki McDonald, Clerk** **Tanya Patterson, Administrative Assistant/Deputy Clerk** **Sherri Walden, CAO** **Andrew Wilken, Director of Development & Infrastructure/CBO** **Jamie McCarthy, Manager of Public Works (Departed at 5:24pm)** **Jelena Savic, Director of Corporate Services/Treasurer (Departed at 6:47pm)**

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1. National Anthem

2. Call to Order

Mayor Paterson called the meeting to order at 4:00pm.

3. Land Acknowledgment

We want to acknowledge the Traditional Territory of the Anishinabek Nation: The People of the Three Fires known as Ojibway, Odawa, and Pottawatomie Nations. And further give thanks to the Chippewas of Saugeen, and the Chippewas of Nawash, now known as the Saugeen Ojibway Nation, as the traditional keepers of this land.

4. Disclosure of Pecuniary Interest

None

5. Agenda Additions or Deletions

None

6. Health & Safety Message

6.1 Summer Storms - Watches vs. Warnings - Councillor Hocking

7. Delegations

7.1 Emily Williamson, Saugeen Valley Conservation Authority Water Quality Program Report

Council received a presentation from Emily Williamson, Water Quality Technician with the Saugeen Valley Conservation Authority (SVCA), regarding the SVCA Water Quality Monitoring Program and water quality trends within the Town of Hanover. It was noted that water quality indicators in Hanover continue to meet provincial and federal objectives, with no parameters currently identified as concerns within the municipality. The presentation also highlighted broader watershed trends and opportunities for the Town to support ongoing water quality monitoring, stewardship initiatives, and watershed protection efforts.

8. Council Minutes

8.1 Regular Council Meeting Minutes – June 15, 2026

Resolution Number: 164-26

Moved by COUNCILLOR SAKAL
Seconded by COUNCILLOR HOCKING

That the minutes of the June 15, 2026 regular council meeting be adopted as printed and circulated.

CARRIED

8.2 Special Council Meeting Minutes - June 16, 2026

Resolution Number: 165-26

Moved by DEPUTY MAYOR DICKERT
Seconded by COUNCILLOR KOEBEL

That the minutes of the June 16, 2026 special council meeting be adopted as printed and circulated.

CARRIED

9. Business Arising From the Minutes

None

10. Consent Agenda

Mayor Paterson indicated she would like to pull consent agenda Items 10.17 through to 10.19, correspondence regarding the east end trail as well as the June 25, 2026 Grey County Council Highlights from Item 10.9.

Councillor Hudson requested that Item 10.2 Report CAO-08-26 - Bi-Annual Statistical Report be pulled for separate discussion.

Councillor Koebel requested that Item 10.5 Downtown Improvement Association Minutes of May 14, 2026 be pulled for separate discussion.

10.1 Report DCS-10-26 - Buy Ontario Legislation Update

10.2 Report CAO-08-26 - Bi-Annual Statistical Report – Citizen Request, Municipal Bylaw Enforcement and Fire

Councillor Hudson requested clarification regarding the administration and fire statistics contained in the report. Staff advised that Administration tracks inquiries and feedback not captured by other departments and confirmed there is no duplication in reporting. Fire Chief Dentinger noted that increased call volumes in 2026, including medical, public hazard, and rescue calls, reflect increased demand and emergency incidents. Staff also confirmed that prior-year fire inspection statistics will be included in the year-end statistical report.

Resolution Number: 167-26

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR SAKAL

That Item 10.2 Report CAO-08-26 - Bi-Annual Statistical Report - Citizen Request Municipal By-law Enforcement and Fire be received for information.

CARRIED

10.3 Hanover Police Service Board Minutes - June 15, 2026

10.4 Hanover Public Library Board Regular and Special Meeting Minutes - May 20 and June 8, 2026

10.5 Downtown Improvement Area Minutes - April 23 and May 14, 2026

Councillor Koebel referenced the attendance of municipal staff at the May 14, 2026 DIA meeting to discuss downtown parking concerns and inquired whether a report on potential enforcement options would be presented to Council. Staff advised that, following a review of the Parking By-law and an investigation of alternative ticketing methods, including an Administrative Monetary Penalty System (AMPS), a report would be brought forward to Council for consideration.

Resolution Number: 168-26

Moved by COUNCILLOR KOEBEL
Seconded by DEPUTY MAYOR DICKERT

That Item 10.5 Downtown Improvement Area Minutes - April 23 and May 14,2026 be received for information.

CARRIED

10.6 Saugeen Municipal Airport Commission Annual General Meeting Minutes - June 17, 2026

10.7 Saugeen Municipal Airport Commission Minutes - June 17, 2026

10.8 Grey County Joint Accessibility Advisory Committee Minutes - June 18, 2026

10.9 Grey County Council Highlights - June 11 and 25, 2026, and July 9, 2026

Mayor Paterson noted that Grey County Council approved the transfer of certain urban roads to lower-tier municipalities. As a result, the Town of Hanover will assume responsibility for portions of Grey Road 4, 10 and Grey Road 28. Mayor Paterson further advised that County Council adopted her amendment recommendation to provide an annual fixed transitional payment equal to the greater of 5% or the County approved increase to the transportation capital services program.

Resolution Number: 169-26

Moved by DEPUTY MAYOR DICKERT
Seconded by COUNCILLOR SAKAL

That Item 10.9 Grey County Council Highlights of June 11 and 25, 2026 be received for information.

CARRIED

10.10 Ministry of Municipal Affairs and Housing letter regarding restricted acts by head of council in strong mayor municipalities

10.11 Western Ontario Wardens Caucus Motion in support of resuming Ontario's property assessment cycle

10.12 Notice of Public Meeting - Minor Variance Application A4-26 (485 16th Ave)

10.13 Notice of Public Meeting - Consent Application No. B1-B3-25 (801 20th Street)

10.14 Notice of Proposal and Public Meeting regarding Cedar Agrivoltaics Renewable Energy Project

10.15 County of Bruce Consent Application Notice B-2026-032 (105 Lake Rosalind Rd 1)

10.16 Municipality of Brockton Notice of Passing New Comprehensive Zoning By-law

10.17 East End Trail Correspondence - Bruce Edington

10.18 East End Trail Correspondence - Sally Kormann

10.19 East End Trail Correspondence - Ed King

Resolution Number: 166-26

Moved by DEPUTY MAYOR DICKERT
Seconded by COUNCILLOR HOCKING

That consent agenda items Item 10.1, 10.3, 10.4, 10.6 through to 10.8, and 10.10 through to 10.16 be received for information.

CARRIED

Resolution Number: 170-26

Moved by COUNCILLOR HOCKING
Seconded by COUNCILLOR KOEBEL

That consent agenda items 10.17 through to 10.19 east end trail loop correspondence be received for information.

CARRIED

11. Staff Reports Requiring Action

11.1 Report FI-05-26 - Municipal Technical Rescue Agreement between The Town of Hanover and the Township of Howick

Resolution Number: 171-26

Moved by COUNCILLOR HUDSON
Seconded by COUNCILLOR KOEBEL

That Report FI-05-26 Municipal Technical Rescue Agreement between the Town of Hanover and the Township of Howick be received; and

That council approve the attached agreement; and

That council pass bylaw 3409-26 to authorize the signing of the Municipal Technical Rescue Agreement between the Town of Hanover and the Township of Howick.

CARRIED

11.2 Report PB-16-26 - East End Trail Update and Financial Analysis for Portion of Nature Trail and Sidewalks in SCHW

Discussion ensued regarding sidewalk alternatives and the potential for refurbishing the former trail access parking area beside the Saugeen River.

Resolution Number: 172-26

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR HOCKING

That Report PB-16-26 East End Trail Update and Financial Analysis for Portion of Nature Trail and Sidewalks in SCHW be received; and

That council direct staff to proceed with Option 1 - Concrete Sidewalk and Parking Lot, as outlined in the report.

Councillor Fleet	Absent
Councillor Hocking	Yea
Councillor Hudson	Yea
Councillor Koebel	Yea
Councillor Sakal	Yea
Deputy Mayor Dickert	Yea
Mayor Paterson	Nay

CARRIED (5 Yea to 1 Nay)

11.3 Report PW-15-26 - Hanover Dam and Water and Erosion Control Infrastructure Funding

Council raised questions regarding the condition of the dam, potential future remediation or decommissioning options, associated costs, and the potential impacts on the river should the dam be decommissioned. The Saugeen Valley Conservation Authority's Water Resources Manager was in attendance and advised that the required work is related to the auxiliary spillway. It was further noted that structural assessments and studies, as well as a Class Environmental Assessment, would be required to determine the condition of the dam and evaluate available options. As a result, associated costs could not be provided at this time.

Resolution Number: 173-26

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR SAKAL

That Report PW-15-26 Hanover Dam and Water and Erosion Control Infrastructure Funding be received for information; and

That council approves the funding to match $20,000 to complete safety fencing and tree retention around Hanover Dam; and

That council approve the funds to match Water and Erosion Control Infrastructure Funding to be reallocated from the asset management budget line, found in the operational budget for road administration.

CARRIED

11.4 Report DCS-14-26 - Office Renovation Funding Request

Resolution Number: 174-26

Moved by COUNCILLOR HUDSON
Seconded by COUNCILLOR SAKAL

That Report DCS-14-26 Office Renovation Funding Request be received, and;

That council approve a $48,000 transfer from the Town's General Reserves to fund municipal office renovations, and;

That council approve the transfer of 2026 additional building permit revenue in excess of the projected budget amount to the Town's General Reserves to replenish the reserve balance, up to the total cost of the work completed.

CARRIED

11.5 Report PRC-07-2026 - Civic Centre Boiler

Resolution Number: 175-26

Moved by COUNCILLOR KOEBEL
Seconded by DEPUTY MAYOR DICKERT

That Report PRC-07-26 Civic Centre Boiler Replacement Project be received; and

That council direct staff to issue a Request for Tender for the replacement of the Civic Centre boiler, with a subsequent report to be brought forward for council consideration once tender submissions have been received.

CARRIED

11.6 Report PB-15-26 - Hanover Official Plan 5-Year Review Update

Resolution Number: 176-26

Moved by COUNCILLOR HOCKING
Seconded by COUNCILLOR SAKAL

That Report PB-15-26 Hanover Official Plan 5-Year Review Update be received; and

That council endorse the proposed scoping and timeline changes contained in this report.

CARRIED

11.7 Report PRC-06-26 - Commemorative Recognition Policy

Resolution Number: 177-26

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR HUDSON

That Report PRC-06-26 Commemorative Recognition Policy be received; and

That council approve the Commemorative Recognition Policy No. PRC-079, as detailed in Report PRC-06-26.

CARRIED

11.8 Report DCS-13-26 - Build Communities Strong Fund – Grant Matching Request

Resolution Number: 178-26

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR SAKAL

That Report DCS-13-26 Build Communities Strong Fund – Grant Matching Request be received; and;

That council endorse the submission of an application to the Build Communities Strong Fund for the Kinsmen Ball Park Pavilion, Ball Diamond LED Lighting, paved parking lot improvements, and Soccer Pavilion project scope; and

That council supports in principle the prioritization of these projects within the Parks, Recreation and Culture capital plan, subject to future budget approval, confirmation of eligible costs, and the outcome of the grant application.

CARRIED

11.9 Report PRC-05-2026 - P&H Centre Partial Roof Replacement Project Tender

Resolution Number: 179-26

Moved by COUNCILLOR HOCKING
Seconded by COUNCILLOR HUDSON

That Report PRC-05-26 P&H Centre Partial Roof Replacement Project Tender be received; and

That the project be awarded to Nedlaw Roofing (Owen Sound) Ltd. to complete the work for a total cost of $122,005 plus HST; and

That the Mayor and CAO be authorized to enter into a contract with Nedlaw Roofing (Owen Sound) Ltd.

CARRIED

11.10 Report DCS-11-26 - Server Upgrade Budget Request

Resolution Number: 180-26

Moved by COUNCILLOR HOCKING
Seconded by DEPUTY MAYOR DICKERT

THAT Report DCS-11-26 Server Upgrade Budget Request be received; and

THAT council approve an increase of $15,500 to the approved 2026 server replacement project budget, with the additional funding to be drawn from the Town's General Reserve to facilitate the purchase and implementation of upgraded server infrastructure.

CARRIED

11.11 Report DCS-12-26 - Council Laptops Budget Request

Resolution Number: 181-26

Moved by COUNCILLOR HUDSON
Seconded by COUNCILLOR SAKAL

That Report DCS-12-26 Council Laptops Budget Request be received; and

That council approve a $12,000 transfer from the Town's General Reserve to fund the purchase of seven new laptops for the 2026–2030 term of council.

CARRIED

12. Committees of Council Minutes

12.1 Age Friendly Committee Minutes - June 15, 2026

12.2 Hanover Police Station Ad Hoc Committee Minutes - June 9, 2026

Resolution Number: 182-26

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR SAKAL

That the minutes of the following committees be received for information and the recommendations contained therein be hereby approved;

- Age Friendly Committee - June 15, 2026
- Hanover Police Station Ad Hoc Committee - June 9, 2026

CARRIED

13. By-Laws

13.1 By-law No. 3409-26 - Howick Fire Technical Rescue Agreement

Resolution Number: 183-26

Moved by DEPUTY MAYOR DICKERT
Seconded by COUNCILLOR HUDSON

That By-law No. 3409-26 be introduced; and

That it be taken as read a first, second and third time, finally passed, signed by the mayor and clerk, sealed with the seal of the Corporation, and inserted in the By-law book.

CARRIED

14. Correspondence Requiring Action

None

15. Notice of Motion

Resolution Number: 184-26

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR HUDSON

That council suspend the Rules of Procedure defined in Procedure By-law 3338-25, to permit the presentation of a Notice of Motion at the current council meeting.

CARRIED

Resolution Number: 185-26

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR HUDSON

That council direct staff to investigate the cost of extending the sidewalk on the east side of 22nd Ave A from its current point of termination on 18th Street southerly to 17th Street as well as the restoration of the former trail access parking lot located near the Saugeen River on 24th Ave; and

Further that the use of any potential available grant funding for these purposes be explored.

CARRIED

16. Good News and Celebrations

17. Upcoming Committee Meetings

17.1 Age Friendly Committee - Monday September 21, 2026 | 10:00am

17.2 Economic, Tourism & Cultural Development Committee - Friday September 18, 2026 | 9:00am

17.3 Committee of Adjustment Meeting - Wednesday July 15, 2026 | 4:00pm

17.4 Cultural Roundtable Subcommittee - Wednesday August 5, 2026 | 10:00am

17.5 Heritage Subcommittee - Thursday September 17, 2026 | 10:00am

17.6 Planning Advisory Committee - Tuesday July 14, 2026 | 4:00pm

17.7 Hanover Police Service Board - Monday July 20, 2026 | 10:00am (cancelled)

17.8 Hanover Public Library Board - Wednesday September 16, 2026 | 6:00pm

17.9 Parks, Recreation & Culture Advisory Committee - Wednesday July 29, 2026 | 6:00pm

17.10 Hanover / Walkerton Waste Management Committee - Tuesday September 15, 2026 | 1:00pm

17.11 Saugeen Municipal Airport Commission - Wednesday September 16, 2026 | 1:00pm

17.12 Saugeen Mobility and Regional Transit Board - Friday September 11, 2026 | 10:00am

18. Important Dates and Announcements

18.1 Next Regular Council Meeting – Monday August 10, 2026 | 4:00pm

19. Closed Meeting

None

20. Confirmation of Proceedings By-law

20.1 By-law 3410-26 - Confirm Proceedings of the June 16, 2026 Special Council Meeting and July 13, 2026 Regular Council Meeting.

Moved by COUNCILLOR KOEBEL
Seconded by COUNCILLOR SAKAL

That By-law No. 3410-26 be introduced; and

That it be taken as read a first, second and third time, finally passed, signed by the mayor and clerk, sealed with the seal of the Corporation, and inserted in the By-law book.

CARRIED

21. Adjournment

Moved by COUNCILLOR SAKAL
Seconded by COUNCILLOR KOEBEL

THAT this meeting of Hanover Council now be adjourned at 7:04pm

CARRIED

____
Susan Paterson, Mayor

____
Vicki McDonald, Clerk

Hanover
Ontario, Canada

Staff Report To Council

From: Jelena Savic, Director of Corporate Services, Treasurer

Date: August 10, 2026

Report: DCS-15-26

Subject **2026 Budget Monitoring Report**

Recommendation

That Report DCS-15-26 2026 Budget Monitoring Report be received for information.

Background

The purpose of this report is to provide council with an update on the Town's 2026 operating budget performance as of July 31, 2026.

As part of the ongoing review of financial reporting practices, the format of the budget status report has been revised. Previous budget status reports included the Town's balance sheet, departmental year-end surplus/deficit projections, and detailed commentary on individual departmental activities.

While these items may provide useful operational or financial information, they do not always provide a clear assessment of performance against the adopted operating budget. The balance sheet reflects the municipality's financial position at a point in time, including assets, liabilities, reserves, debt and capital investments, but it is not a budget monitoring tool. Similarly, departmental surplus or deficit projections can be difficult to estimate accurately during the fiscal year where expenditures are seasonal, funded from reserves, related to capital projects, or affected by timing differences.

The revised reporting format focuses on budget-to-actual performance by department and highlights significant variances, emerging trends, and areas requiring management attention. The objective is to provide council with a concise overview of budget performance and focus discussion on areas that may present financial risk or require future monitoring. This revised format aligns the report more closely with its intended purpose as a budget monitoring and variance analysis tool, while avoiding information that is more appropriately reported through financial statements, reserve reviews, or capital project updates.

Discussion

As of July 31, 2026, total expenditures are $19.19 million, representing 67.13% of the approved annual expenditure budget of $28.58 million. Overall spending is generally tracking within expectations for this point in the fiscal year.

General Government
General Government expenditures, including council, administration, civic centre and 140th 7th Avenue facility operations, are generally consistent with budget expectations. No significant variances have been identified requiring corrective action at this time.

Protection Services
Protection Services expenditures are generally tracking within budget. Police Services costs reflect the timing of annual levy payments and remain consistent with approved funding levels. Fire operations continue to be monitored due to higher than anticipated emergency measures expenditures and increased operating costs associated with certain fleet assets.

Notable items include:

- Emergency measures expenditures total $37,267 compared to an approved budget of $5,400. This is offset by the 2025/2026 Emergency Management Grant. A total of $39,511.00 grant funding has been approved.
- Several fire apparatus operating accounts are experiencing higher-than-anticipated fuel and maintenance costs.

Transportation Services
Transportation Services contains the most significant operating variances reported to date. These variances are largely attributable to winter maintenance operations and increased fleet maintenance requirements.

Notable items include:

- Winter snow plowing and removal expenditures exceed the approved budget allocation.
- Several Public Works fleet accounts, including the grader, street sweeper, tandem plow, sidewalk equipment and loader backhoe, have exceeded annual operating budgets due to increasing maintenance requirements related to ageing assets.
- Road construction expenditures remain below budget as projects continue through the construction season and expenditures are incurred progressively throughout the year.

Environmental Services
Environmental Services expenditures are generally tracking within approved budget levels. Water and wastewater operations continue to support ongoing infrastructure requirements and regulatory obligations.

Notable items include:

- Deep Well No. 1 and No. 2 maintenance expenditures exceed budget due to repairs completed during the year.
- Water meter expenditures exceed the approved budget and will continue to be monitored through the remainder of the year.

Recreation and Culture
Recreation and Culture expenditures are generally in line with approved budget expectations. Parks, recreation programming, aquatics, facilities, theatre and library operations continue to operate within approved funding levels. No significant operating concerns have been identified at this time.

Planning and Development
Planning and Development expenditures remain generally consistent with budget expectations. Professional consulting services, planning initiatives and economic development activities are proceeding in accordance with approved work plans and budgets.

Financial Implications

Based on the review completed as of July 31, 2026, the Town's operating budget is performing substantially in accordance with adopted funding levels. While certain accounts have experienced expenditures in excess of budget allocations, these variances are concentrated primarily within winter operations, fleet maintenance, emergency management activities and specific water system maintenance accounts.

At this time, staff have not identified any significant corporate-wide budget concerns. Administration will continue to monitor expenditure trends and report any material variances or emerging financial risks through future budget status updates.

Link to Strategic Plan

This report supports the indicated Strategic Goals and Action Plans of the Town of Hanover.

☐ **Goal 1**: **Safe and Reliable Infrastructure**
Build, maintain and continuously improve our municipally owned properties, buildings, and equipment.
☐ **Goal 2: Healthy and Welcoming Community**
Care for our natural environment and provide an enviable quality of life for everyone who calls Hanover “home”.
☐ **Goal 3: Strong and Vibrant Economy**
Refresh downtown Hanover and retain and attract local economic investment and jobs.
☐ **Goal 4**: **Balanced Growth**
Work together to create a community we can all be proud of.
☒ **Goal 5**: **Open and Responsible Government**
Deliver services in a friendly, efficient and effective manner while providing an exceptional working environment for our employees.

Respectfully submitted,	Concurrence,
Jelena Savic Director of Corporate Services, Treasurer	Sherri Walden CAO

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2026 - From Period 1 To Period 7 Ending JUL 31,2026

REPORT SUMMARY

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Pct Used	Total Budget
01-0510	Taxes for Own Use		501,982.04	100.40	500,000.00
01-0530	Taxes for Upper Tier		2,024,534.23	0.00	0.00
01-0570	Taxes for Education		1,110,704.63	0.00	0.00
01-1100	Council		163,588.49	41.39	395,200.00
01-1150	Elections		4,584.28	13.17	34,800.00
01-1200	Administration		859,203.48	47.24	1,818,700.00
01-1220	Future Benefits		0.00	0.00	0.00
01-1300	Property - Civic Centre		188,280.18	52.80	356,600.00
01-1301	Property - Saugeen Room		3,999.63	53.33	7,500.00
01-1360	Property - 140 7th Avenue		25,359.25	54.54	46,500.00
01-2000	Police Services		3,151,143.26	69.53	4,531,900.00
01-2100	Fire		851,185.64	57.83	1,471,800.00
01-2110	1937 Chev Fire Truck		634.00	90.57	700.00
01-2112	1999 Pumper Rescue Truck		8,069.99	45.59	17,700.00
01-2113	2024 Ford F250 Rescue 1 (prv 2002 Chev)		25,289.76	62.14	40,700.00
01-2114	Boat and Trailer (prv 1987 Pumper/Tower)		3,639.47	151.64	2,400.00
01-2115	2010 Ladder Truck		14,349.24	67.05	21,400.00
01-2116	2021 Chev Silverado 4x4 (prv 2000 Chev1500 4X4)		5,423.69	96.85	5,600.00
01-2117	2020 Engine Truck		11,032.47	79.95	13,800.00
01-2118	2025 GMC Sierra 2500 Fire Squad Truck #905		20,069.82	68.26	29,400.00
01-2130	Emergency Measures		37,267.36	690.14	5,400.00
01-2300	Saugeen Valley Conservation Authority		103,922.40	56.88	182,700.00
01-2400	Building		175,239.45	59.44	294,800.00
01-2420	Bylaw Enforcement		80,294.71	62.24	129,000.00
01-3100	Sidewalk Maintenance - Summer		10,282.27	27.72	37,100.00
01-3101	Sidewalk Maintenance - Winter		63,974.10	69.09	92,600.00
01-3102	Paved Roads - Resurfacing/Cold Mix		94,144.28	86.21	109,200.00
01-3103	Winter Control - Snow Plowing & Removal		81,884.84	134.68	60,800.00
01-3104	Winter Control - Sanding, Salting & Sweeping		102,692.29	76.87	133,600.00
01-3105	Road Side Maintenance - Leaf Pickup,Tree Trimming,		33,149.69	32.69	101,400.00
01-3106	Streetlights		57,620.67	45.02	128,000.00
01-3108	Catchbasins/Storm Sewers		7,204.62	13.99	51,500.00
01-3150	10th St/7th Ave Snow Removal (County - 50%)		37,671.60	98.88	38,100.00
01-3151	Traffic Lights & Markings (County Rd)		3,558.01	42.87	8,300.00
01-3152	10th Street Sweep/Mtnce (County 100%)		3,578.45	77.79	4,600.00
01-3153	7th Avenue (County 100%)		3,209.14	86.73	3,700.00
01-3202	2021 International Tandem Plow (Truck #2)		14,562.60	95.18	15,300.00
01-3203	2025 Ford F350 (Truck #3) - prv 2015 Chev 3500		19,404.72	64.90	29,900.00
01-3205	2024 Chev Silverado Half Ton (Truck #5)		12,997.18	71.41	18,200.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2026 - From Period 1 To Period 7 Ending JUL 31,2026

Account	Description	Previous Year Total Actual	Current Year To Date Actual	Budget Pct Used	Total Budget
01-3207	2018 Western Star Tandem Plow (Truck #7)		23,415.09	153.04	15,300.00
01-3209	2003 John Deere 770 Grader		17,887.04	248.43	7,200.00
01-3211	2025 CAT Loader (prv 2003 CAT)		20,765.02	32.50	63,900.00
01-3212	2018 MacLean Sidewalk Machine		21,566.07	159.75	13,500.00
01-3213	2011 Street Sweeper		25,100.18	343.84	7,300.00
01-3214	2023 MT7 Trackless Sidewalk Machine		9,072.49	168.01	5,400.00
01-3215	2007 MT6 Trackless Sidewalk Machine		4,286.64	112.81	3,800.00
01-3216	2017 Loader Backhoe		25,371.41	218.72	11,600.00
01-3225	Flower Baskets - Public Works Inv - 100% DIA		5,751.22	34.44	16,700.00
01-3300	Road Construction Projects		196,964.09	10.66	1,847,000.00
01-3400	Roads - General Administration		228,184.87	59.28	384,900.00
01-3500	Roads - Workshop		158,382.81	89.43	177,100.00
01-3700	Parking - Winter Maintenance		28,301.16	75.47	37,500.00
01-3701	Parking - Summer Maintenance		9,434.90	0.00	0.00
01-3850	Saugeen Municipal Airport		27,150.00	47.38	57,300.00
01-3900	SMART Transit		0.00	0.00	156,500.00
01-3910	SMART Transit - Provincial Gas Tax		156,545.55	0.00	0.00
01-4310	Waterworks Pumping Stations		2,290.03	41.64	5,500.00
01-4320	Pumping Station Ruhl Lake		11,389.14	29.97	38,000.00
01-4340	Deep Well #1 & 2		58,839.51	110.39	53,300.00
01-4350	Water Towers		3,208.37	41.67	7,700.00
01-4370	2025 Chev Silverado 1500 v6 (prv2015 Chev 1/2 Ton)		12,795.13	58.43	21,900.00
01-4380	2024 Ford F350 (Truck 10)		22,281.46	61.89	36,000.00
01-4400	Waterworks Distribution		2,625,614.86	78.06	3,363,400.00
01-4410	Waterworks Administration		123,631.56	39.54	312,700.00
01-4420	Water Meters		43,557.84	115.54	37,700.00
01-4430	Water Treatment Plant		476,293.76	42.13	1,130,500.00
01-4520	Garbage Collection		85,691.45	64.72	132,400.00
01-4530	Recycling - Blue Box Collection		546.45	54.65	1,000.00
01-4540	Landfill - Transfer to		36,254.70	10.90	332,700.00
01-4620	Waste Water Treatment Plant		867,238.73	51.14	1,695,800.00
01-4625	2019 Chev Silverado 1500		19,538.99	98.68	19,800.00
01-4630	Waste Water Treatment Administration		123,420.15	40.63	303,800.00
01-4640	Sanitary Sewers Maintenance		51,021.05	3.72	1,371,300.00
01-4650	Sanitary Sewer Pumphouse Maintenance		553.82	12.88	4,300.00
01-5200	Hanover Cemetery		136,659.91	66.18	206,500.00
01-5205	Cemetery - 401317 Grey Rd 4		15,976.51	0.00	0.00
01-5300	Medical Clinic		125,853.20	39.02	322,500.00
01-5301	Medical Clinic - Locums		1,749.09	62.47	2,800.00
01-7100	Parks & Outdoor Facilities		245,880.41	43.55	564,600.00
01-7101	Parks - Ball Parks		34,729.28	44.30	78,400.00
01-7102	Parks - Athletic Fields (Soccer)		17,847.71	33.93	52,600.00

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General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2026 - From Period 1 To Period 7 Ending JUL 31,2026

Account	Description	Previous Year Total	Current Year To Date Actual	Budget Pct Used	Total Budget
01-7103	Flower Watering - Other		4,506.17	79.06	5,700.00
01-7119	Binkley/Paterson Pavilion		2,105.07	55.40	3,800.00
01-7120	Splashpad		4,546.26	4.39	103,600.00
01-7130	Parks - Hanover Heritage Square		20,141.80	34.25	58,800.00
01-7131	Parks - Millenium Commemorative Grove		3,690.45	15.38	24,000.00
01-7141	2024 Ford F350		19,244.58	64.15	30,000.00
01-7142	2014 John Deere Tractor		2,150.19	50.00	4,300.00
01-7143	2020 Chev Silverado 2500		7,487.86	89.14	8,400.00
01-7144	2024 John Deere 1575 Terrain (former 2012 Kubota)		2,576.45	112.02	2,300.00
01-7146	2019 Dodge Ram 2500 Big Horn (prv 2010 Chev Silv)		6,670.71	128.28	5,200.00
01-7147	Cub Cadet Riding Lawn Mower(prv Ferris)		1,037.04	69.14	1,500.00
01-7148	2025 Chevy Silverado 1500 (prv 2014 Dodge Ram)		13,414.79	68.44	19,600.00
01-7210	Aquatic - Facility		242,913.96	50.60	480,100.00
01-7211	Aquatic - Classroom		304.15	0.00	0.00
01-7212	Aquatic - Lounge		1,270.95	16.09	7,900.00
01-7220	Aquatic - Programs		368,094.77	50.32	731,500.00
01-7300	Recreation Administration		175,616.41	59.47	295,300.00
01-7320	Recreation Programs - Daycamp		82,207.30	57.89	142,000.00
01-7321	Recreation Programs - Special Events		12,578.11	64.84	19,400.00
01-7322	Recreation General Programs		34,155.17	40.32	84,700.00
01-7323	Recreation Programs - Senior Games		3,963.15	51.47	7,700.00
01-7400	Capital Assets		0.00	0.00	0.00
01-7410	Facilities - Administration		219,144.15	33.23	659,400.00
01-7411	Facilities - Lions Den Room		13,064.64	48.93	26,700.00
01-7412	Facilities - Arena Winter Operations		262,775.56	54.44	482,700.00
01-7413	2023 Olympia Millennium (prev 2010 Olympia)		2,624.18	29.16	9,000.00
01-7414	Facilities - Arena Summer Operations		125,932.50	55.35	227,500.00
01-7415	Facilities - Concession Booth/Vending Machines		4,588.99	23.78	19,300.00
01-7425	Arena - East (Back) Parking Lot - 50% HBBAS		4,060.74	145.03	2,800.00
01-7820	Transfer to Library		404,545.00	58.33	693,500.00
01-7830	Hanover Civic Theatre		32,579.27	30.48	106,900.00
01-7831	Community Hall		13,418.12	58.85	22,800.00
01-8100	Planning & Development		77,094.73	30.15	255,700.00
01-8200	Economic Development		176,175.00	54.49	323,300.00
01-8210	Future Development (294 2nd St)		807,892.53	0.00	0.00
01-8250	612 10th Street		16,568.65	21.24	78,000.00
01-8270	Industrial Park		3,955.00	263.67	1,500.00
Fund 01 Total Expenditure			19,189,867.98	67.13	28,584,000.00
Fund 01 Excess Revenue Over (Under) Expenditures			(19,189,867.98)	67.13	(28,584,000.00)
Report Total Revenue			0.00	0.00	0.00

Hanover Ontario, Canada

Staff Report To Council

From: Jelena Savic, Director of Corporate Services, Treasurer

Date: August 10, 2026

Report: DCS-16-26

Subject **Investment Update Report to June 2026**

Recommendation

That Report DCS-16-26 Investment Update Report to June 2026 be received for information.

Background

The Town of Hanover invests certain long-term funds through ONE Investment's Canadian Equity Portfolio. This portfolio has a suggested investment horizon of five years or longer and is intended for funds that are not required in the short term, including long-term infrastructure funding, asset management and remediation reserves, and perpetual or trust funds.

As at June 30, 2026, the Town held three active Canadian Equity Portfolio accounts:

- Care and Maintenance Fund
- Stone Care Fund
- General Reserve Fund

The combined market value of these investments was $4,478,002.84 at June 30, 2026. The General Reserve Fund was the largest account, representing approximately 75.8% of the Town's total equity investments.

This report provides an update on the performance of the three accounts for the six months ended June 30, 2026. It also provides longer-term context and compares the Town's results with the overall trend in the Canadian equity market.

Discussion

During the six months ended June 30, 2026, the combined market value of the three accounts increased by $357,260.52, from $4,120,742.32 at January 1 to $4,478,002.84 at June 30. This represents an approximate year-to-date return of 8.67%.

Investment account	January 1 market value	2026 change in market value	June 30 market value	YTD return
Care and Maintenance Fund	$ 855,745.70	$ 74,191.53	$ 929,937.23	8.67%
Stone Care Fund	$ 142,624.37	$ 12,365.26	$ 154,989.63	8.67%
General Reserve Fund	$3,122,372.25	$270,703.73	$3,393,075.98	8.67%
Total	**$4,120,742.32**	**$357,260.52**	**$4,478,002.84**	**8.67%**

Approximately $315,381.41, or 88% of the first-half gain, had been earned by May 31, 2026. June contributed the remaining $41,879.11, or approximately 12% of the year-to-date gain. This indicates that June continued the portfolio's positive trend, although its 0.94% return was more moderate than the average pace of growth experienced during the first five months of the year.

All three accounts have accumulated positive unrealized appreciation, and their combined market value was approximately $1.81 million greater than their combined book value.

Investment account	Book value	Market value	Market value above book value
Care and Maintenance Fund	$ 574,566.91	$ 929,937.23	$ 355,370.32
Stone Care Fund	$ 95,761.21	$ 154,989.63	$ 59,228.42
General Reserve Fund	$2,001,817.60	$3,393,075.98	$1,391,258.38
Total	**$2,672,145.72**	**$4,478,002.84**	**$1,805,857.12**

Broader Canadian Equity Market
The Town's investments performed generally in line with the Canadian stock market during the first half of 2026. The Town's investments increased by approximately 8.7%, compared with an increase of approximately 10% for the S&P/TSX Composite Index. Differences between the Town's return and the broader market index are expected due to differences in the investments held within each portfolio.

Growth in the Canadian market was led primarily by the energy, financial services, and materials and mining sectors. These sectors benefited from higher oil and commodity prices and continued strength in the Canadian banking sector.

Although the overall trend was positive, the market experienced periods of volatility during the first half of the year. For example, the Canadian market temporarily declined by approximately 9% during a period of international conflict but recovered in less than 30 days. This demonstrates that market values can fluctuate significantly in response to economic and geopolitical events, even when the longer-term trend remains positive.

Overall Trend and Outlook
The overall trend at June 30, 2026 was positive. The Town's investments increased by approximately 0.9% in June and 8.7% during the first six months of the year. This performance was generally consistent with the broader Canadian equity market and continued the favourable longer-term performance of the Town's investments.

While results to date are positive, investment values will continue to fluctuate based on market conditions. Oil and commodity prices, interest rates, inflation, trade uncertainty and international events could affect performance during the remainder of 2026.
The Bank of Canada has noted that equity values remain high compared with historical measures. This does not necessarily mean that a market decline will occur, but it may increase the potential impact of a future economic or geopolitical event.

The Town’s equity investments are intended to be held for at least five years. Their performance should therefore be assessed over the longer term rather than based on the results of any single month

Financial Implications

The gains reported during 2026 are unrealized. They do not represent cash received by the Town or funds immediately available to support municipal expenditures. The gains would become realized only if investments are sold.

Staff will continue to manage these investments in accordance with the Town’s investment policy and anticipated cash-flow requirements. No changes to the investment holdings are proposed as part of this report.

Link to Strategic Plan

This report supports the indicated Strategic Goals and Action Plans of the Town of Hanover.

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Build, maintain and continuously improve our municipally owned properties, buildings, and equipment.
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Respectfully submitted,	Concurrence,
Jelena Savic Director of Corporate Services, Treasurer	Sherri Walden CAO

BANK OF CANADA
BANQUE DU CANADA

Financial markets

The war in the Middle East has led to periods of increased volatility and reduced liquidity in certain markets, particularly in energy. Nevertheless, markets have generally remained resilient. Equity valuations are still elevated, and credit spreads are compressed.

Financial markets have been hit by a series of shocks over the past 12 months. While markets have generally continued to function well, some vulnerabilities have grown.

Equity and corporate debt valuations appear increasingly stretched compared with historical levels. When asset valuations are stretched, there is an increased likelihood of a sharp correction if a shock occurs. Sovereign debt levels are also rising. A sudden shift in demand for sovereign bonds could have significant implications for the financial system.

Given the volatile environment—including the war in the Middle East, the unpredictability of US trade policy and the potential for artificial intelligence (AI) to disrupt existing business models—the risk of shocks remains elevated. Growing vulnerabilities could amplify the impacts of these shocks.

Financial market vulnerabilities

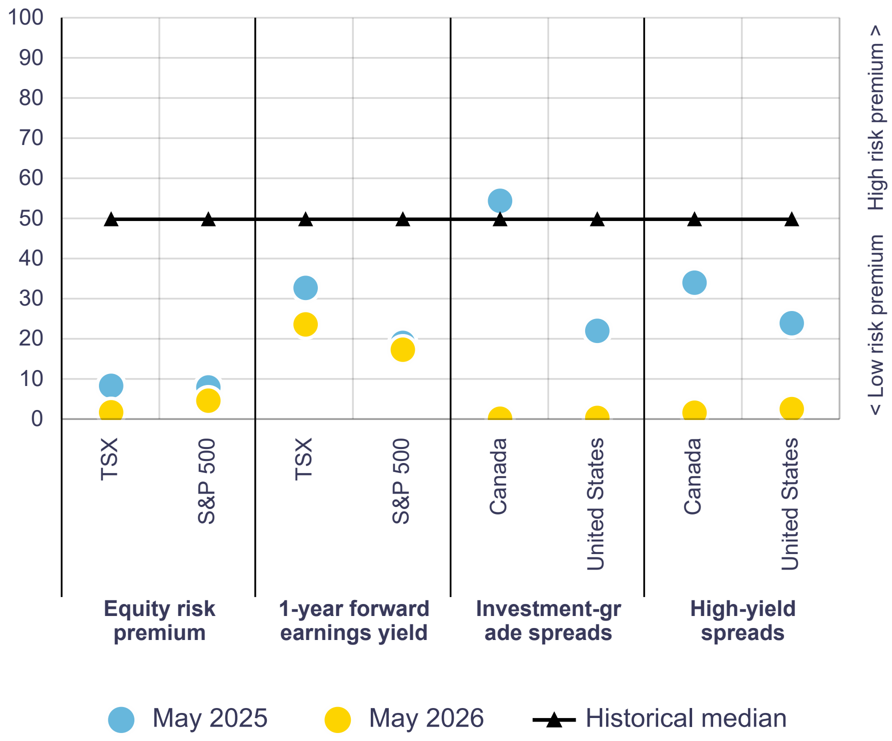
When asset prices are high relative to economic fundamentals or historical norms, asset valuations are considered stretched. This makes them more likely to fall sharply if investors reduce their appetite for risk or if their earnings expectations are revised down.[1] Price declines could be magnified if leveraged investors face significant losses or margin calls that cause them to suddenly unwind their positions.

Valuations in equity and corporate bond markets—already elevated at the time of the previous Report—have continued to rise over the past 12 months (**Chart 1**). For example:

- The equity risk premium of the TSX compressed further, falling to the second-lowest percentile of its recent historical distribution,[2] while the risk premium of the S&P 500 remained at the fifth-lowest percentile.
- The forward earnings yield of both the TSX and the S&P 500 declined over the past 12 months after share prices rose more rapidly than corporate earnings expectations. This is despite the fact that corporate earnings expectations are well above historical averages—17% for the S&P 500 and 25% for the TSX over 2026.[3]
- Investment-grade credit spreads compressed, falling to the lowest percentile in both Canada and the United States. High-yield spreads also became more compressed in both countries.

Chart 1: Risk premiums and spreads are compressed and valuation measures are elevated relative to their historical distribution

Percentile of historical distribution

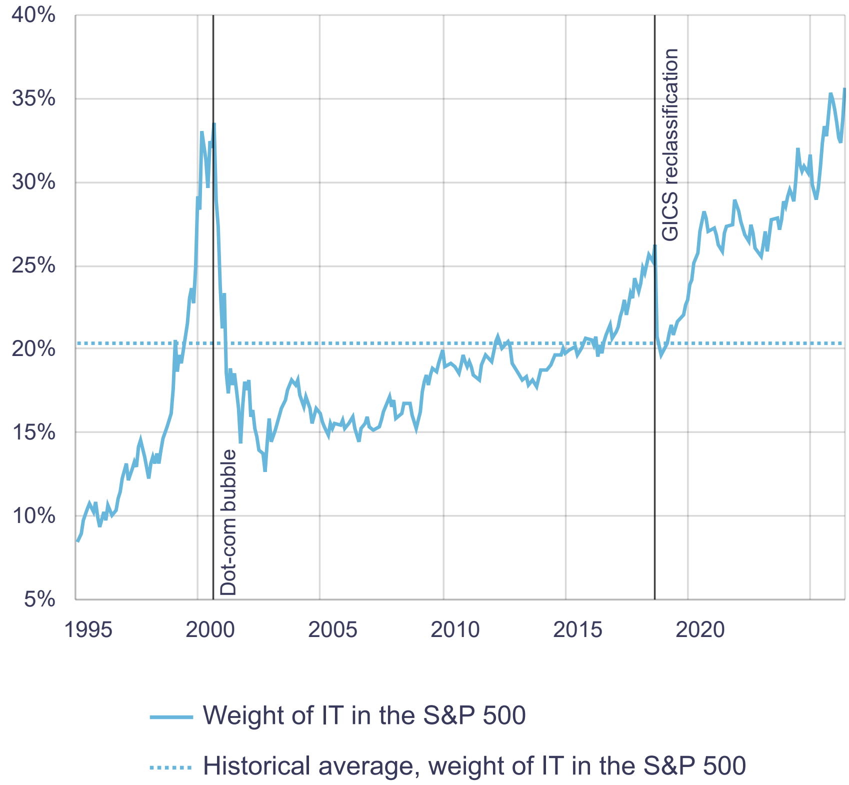


Note: Percentiles reflect the period of June 2008 to May 2026. *1-year forward earnings yield* is the inverse price-to-earnings ratio.
Sources: Bloomberg Finance L.P., London Stock Exchange Group and Bank of Canada calculations
Last observation: May 20, 2026

Heightened asset valuations are increasingly concentrated in a small number of sectors, particularly in the United States. The S&P 500's information technology (IT) sector now accounts for nearly the same share of the S&P 500's total market value as it did at the peak of the dot-com bubble (**Chart 2**).

Chart 2: Information technology makes up an increasingly large share of the S&P 500

Percent of overall S&P 500 valuation



Note: GICS is the Global Industry Classification Standard. IT is information technology.
Sources: Bloomberg Finance L.P. and Bank of Canada calculations
Last observation: May 2026

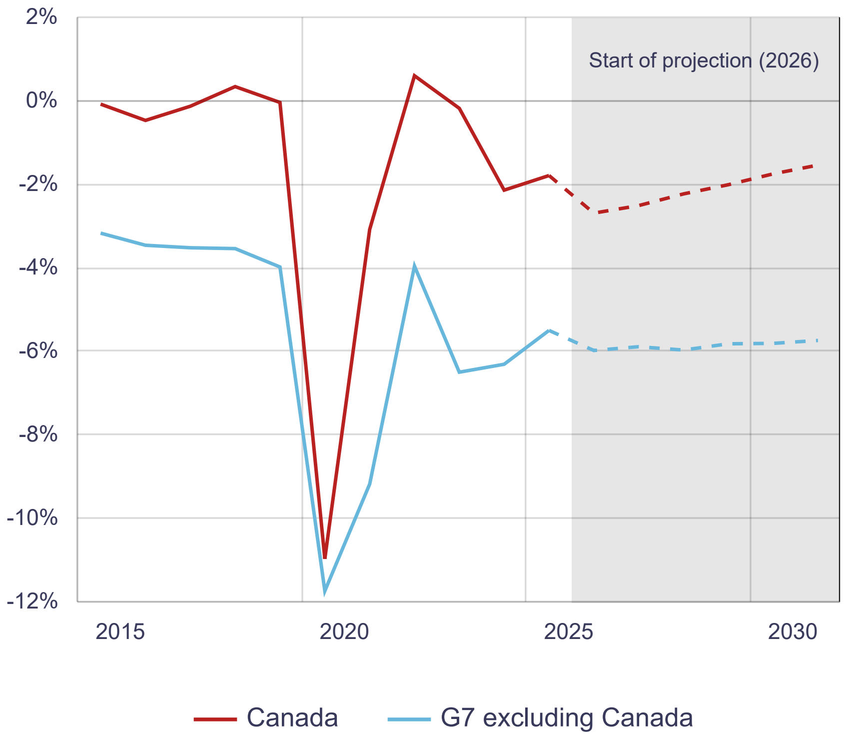
Because large technology firms increasingly rely on borrowing to finance data centres, corporate debt issuance is also becoming more concentrated in the IT sector. Over 18% of US investment-grade bond issuance in 2026 has been in the technology sector—its highest level in at least 16 years. This concentration means that a decline in earnings or earnings expectations for this sector could have a significant impact on the broader market.

Sovereign debt term premiums continue to increase

Globally, government deficits have grown in recent years, and in some countries net debt is already larger than gross domestic product (**Chart 3**). A range of factors—including aging populations and increased defence spending—suggest that government debt loads will continue to expand. In some countries, those debt loads will have to be serviced by a shrinking population.

Chart 3: Sustained fiscal deficits are expected in many jurisdictions

General government fiscal balances as a percentage of GDP, annual data

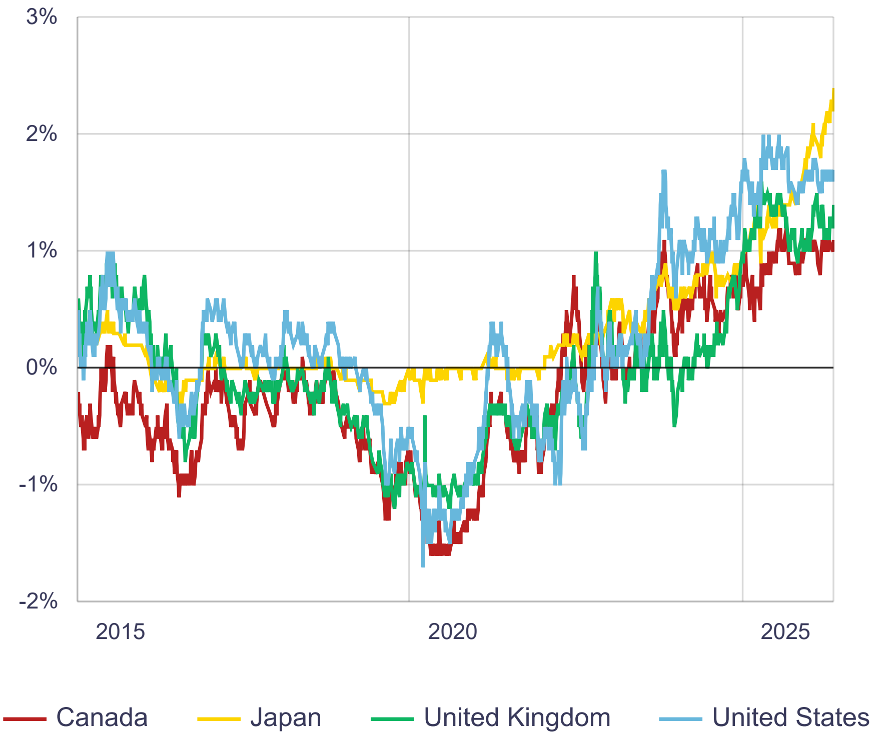


Note: General government fiscal balances are the net lending or borrowing of a jurisdiction's entire government sector (this includes governments at the federal, state/provincial/territorial/regional, and local/municipal levels).
Source: International Monetary Fund via Haver Analytics
Last data plotted: 2031

Because government deficits have grown, investors have had to absorb more debt issuance. These investors face funding and balance sheet constraints, so they have demanded increased compensation, pushing interest rates higher. This has been one driver of the rise in long-term bond yields in recent years (**Chart 4**).[4]

Chart 4: Term premiums have risen in recent years

ACM 10-year term premiums, by country, daily data



Note: Term premiums are calculated using the model developed by Adrian, Crump and Moench (ACM) in T. Adrian, R. K. Crump and E. Moench, "Pricing the Term Structure with Linear Regressions," Federal Reserve Bank of New York Staff Report No. 340 (August 2008, revised April 2013).
Source: Bank of Canada calculations
Last observation: May 15, 2026

Hedge funds have played an important role in absorbing this rising issuance of sovereign debt. Hedge funds tend to use short-term borrowing, which increases the risk that they could pull back abruptly, particularly if liquidity deteriorates or they are forced to reduce leverage. Because sovereign bonds underpin financial markets—as key benchmarks, sources of high-quality collateral and safe assets—any disruption can quickly spill over, reducing liquidity, straining funding markets and pushing up borrowing costs.

In the extreme, a sudden increase in government yields could trigger a liquidity spiral or the type of market turmoil seen in some government bond markets in recent years[5] (see **In focus: A resilient repo market is important for financial stability**).

Some sectors have been affected by recent bouts of volatility

Recent events have led to strains in some markets. These include:

- The stocks of some software companies, as well as broader software equity indexes, have been negatively affected by concerns around potential disruptions from AI. These concerns have also led to a substantial widening of the spreads on leveraged loans to the software sector, and there have been outflows from private credit funds exposed to that sector (see **In focus: Rapid growth in private credit has created vulnerabilities**).
- Traditional safe-haven assets have not behaved as reliably as they have in the past. Government bonds have traditionally been seen as safe-haven assets, with demand rising during periods of market stress. But recently, bond and equity prices have become increasingly positively correlated, which has reduced the risk-mitigation benefits of portfolio diversification.[6] During market corrections, this could lead to greater portfolio volatility and forced deleveraging.
- At the start of the war in the Middle East, significant volatility led some globally active hedge funds to rapidly reduce their leverage and sell government bonds. At the same time, the potential inflationary impact of higher energy prices led to an increase in market expectations for central bank policy interest rates. This caused liquidity in bond markets to deteriorate, leading to short-lived periods of strained market functioning.

Nevertheless, markets displayed resilience and, after volatility subsided, liquidity quickly returned to normal levels.

Endnotes

1. See International Monetary Fund, "**Chapter 1: Shifting Ground beneath the Calm: Stability Challenges amid Changes in Financial Markets**," *Global Financial Stability Report: Shifting Ground beneath the Calm* (October 2025).[←]
2. For more details on this model, see J.-S. Fontaine, G. Ouellet Leblanc and R. Shotlander, "**Canadian stock market since COVID-19: Why a V-shaped price recovery?**" Bank of Canada Staff Analytical Note No. 2020-22 (October 2020).[←]
3. The data for both the TSX and S&P 500 come from London Stock Exchange Group's Refinitiv Workspace and Bank of Canada calculations.[←]
4. For more details, see E. Trostin, J. Ketcheson and A. Diez de los Rios, "**The rise in the Canadian term premium in a global context**," *Sparks at Bank*, Bank of Canada (March 2026).[←]
5. Some examples include the market for US Treasury bonds in April 2025, Japanese government bond markets in January 2026, and UK gilt markets in September 2022.[←]
6. For more details, see T. Adrian, J. Kramer and S. Malik, "**Stock-Bond Diversification Offers Less Protection From Market Selloffs**," International Monetary Fund *IMFBlog* (February 18, 2026).[←]

Year to Date Statements

Statement of Account

Year to Date

January 01, 2026 to June 30, 2026

Account Number: 5700347-70 **Group:** HAN1CARE&MTCE

Type: Canadian Equity Portfolio

Attention: Town of Hanover

Book Value Summary (from January 01, 2026)

Opening Balance	Invest / Trans In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Realized Gain/Loss	Cost Basis Adjustment	Closing Balance
$574,566.91	$0.00	$0.00	$0.00	$0.00	$0.00	$574,566.91

Market Value Summary (from January 01, 2026)

Opening Balance	Invest / Transfer In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Change in Market Value		Closing Balance
$855,745.70	$0.00	$0.00	$0.00	$74,191.53		$929,937.23

Transaction Summary

Transaction	Date	Market Value of Transaction	Realized Gain/(Loss) on Redemption	Book Value	Unrealized Change in Market Value	Market Value of Investments
Opening Balance	01-Jan-26			$574,566.91	$281,178.79	$855,745.70
				$0.00		
Closing Balance	30-Jun-26			$574,566.91	$355,370.32	$929,937.23
Change In Period				$0.00	$74,191.53	$74,191.53
Totals		$0.00				

** Account transactions may cause an adjustment of the cost basis for the shares in your account. As a result, your book value changes slightly. These minor adjustments are detailed for the period during which they occur and as a YTD amount.

For information about this statement, or your One Investment accounts, please contact Jason Hagan (AMO/LAS) at JHagan@oneinvestment.ca or Jennifer Hess (MFOA/CHUMS) at JHess@oneinvestment.ca

Statement of Account
Year to Date
January 01, 2026 to June 30, 2026

Account Number: 5700348-50 **Group:** HAN2STONECARE
Type: Canadian Equity Portfolio
Attention: Town of Hanover

Book Value Summary (from January 01, 2026)

Opening Balance	Invest / Trans In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Realized Gain/Loss	Cost Basis Adjustment	Closing Balance
$95,761.21	$0.00	$0.00	$0.00	$0.00	$0.00	$95,761.21

Market Value Summary (from January 01, 2026)

Opening Balance	Invest / Transfer In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Change in Market Value		Closing Balance
$142,624.37	$0.00	$0.00	$0.00	$12,365.26		$154,989.63

Transaction Summary

Transaction	Date	Market Value of Transaction	Realized Gain/(Loss) on Redemption	Book Value	Unrealized Change in Market Value	Market Value of Investments
Opening Balance	01-Jan-26			$95,761.21	$46,863.16	$142,624.37
				$0.00		
Closing Balance	30-Jun-26			$95,761.21	$59,228.42	$154,989.63
Change In Period				$0.00	$12,365.26	$12,365.26
Totals		$0.00				

** Account transactions may cause an adjustment of the cost basis for the shares in your account. As a result, your book value changes slightly. These minor adjustments are detailed for the period during which they occur and as a YTD amount.

For information about this statement, or your One Investment accounts, please contact Jason Hagan (AMO/LAS) at JHagan@oneinvestment.ca or Jennifer Hess (MFOA/CHUMS) at JHess@oneinvestment.ca

Statement of Account
Year to Date
January 01, 2026 to June 30, 2026

Account Number: 5700350-10 **Group:** HAN4GENERALRF
Type: Canadian Equity Portfolio
Attention: Town of Hanover

Book Value Summary (from January 01, 2026)

Opening Balance	Invest / Trans In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Realized Gain/Loss	Cost Basis Adjustment	Closing Balance
$2,001,817.60	$0.00	$0.00	$0.00	$0.00	$0.00	$2,001,817.60

Market Value Summary (from January 01, 2026)

Opening Balance	Invest / Transfer In	Withdraw / Transfer Out	Reinvested Inc. and Cap Gains	Change in Market Value		Closing Balance
$3,122,372.25	$0.00	$0.00	$0.00	$270,703.73		$3,393,075.98

Transaction Summary

Transaction	Date	Market Value of Transaction	Realized Gain/(Loss) on Redemption	Book Value	Unrealized Change in Market Value	Market Value of Investments
Opening Balance	01-Jan-26			$2,001,817.60	$1,120,554.65	$3,122,372.25
				$0.00		
Closing Balance	30-Jun-26			$2,001,817.60	$1,391,258.38	$3,393,075.98
Change In Period				$0.00	$270,703.73	$270,703.73
Totals		$0.00				

** Account transactions may cause an adjustment of the cost basis for the shares in your account. As a result, your book value changes slightly. These minor adjustments are detailed for the period during which they occur and as a YTD amount.

For information about this statement, or your One Investment accounts, please contact Jason Hagan (AMO/LAS) at JHagan@oneinvestment.ca or Jennifer Hess (MFOA/CHUMS) at JHess@oneinvestment.ca

Mayoral Decision

Hanover
Ontario, Canada

Decision Number: MDE-2026-001

Date: August 4, 2026

Subject: Direction for Preparation of the 2027 Operating and Capital Budgets

In accordance with the authority granted to the head of council under Part VI.1, sections 284.3, 284.4 and 284.16 of the *Municipal Act, 2001* (the "Act") and Ontario Regulation 530/22, as amended; and

Subject to the restrictions imposed under section 7(1.1) of Ontario Regulation 530/22 with respect to a budget for the year immediately following a regular election year; and

Pursuant to section 290(1.1) of the *Act*, which provides that a budget for a year immediately following a year in which a regular election is held, may only be adopted in the year to which the budget applies;

NOW THEREFORE I, Susan Paterson, Mayor of the Town of Hanover, do hereby direct as follows:

1. That staff prepare a draft 2027 Operating and Capital Budget, including a five-year capital forecast, based on approved municipal policies, service level requirements, legislative obligations, strategic priorities, asset management needs, anticipated operating pressures, projected revenues, and capital infrastructure requirements; and

2. That the draft 2027 Operating and Capital Budget, including the five-year capital forecast, be provided to the incoming council in accordance with the Act and Ontario Regulation 530/22 as amended.

Susan Paterson

Mayor Susan Paterson

Hanover
Ontario, Canada

COMMITTEE OF ADJUSTMENT MEETING MINUTES

Thursday, July 15, 2026, | 4:00 pm
Virtual Meeting via Zoom

MEMBERS PRESENT Barbara Hicks (Chair) | | Brandon Koebel | Carol Hudson | Larry Lantz | Mark Ebert

OTHERS PRESENT Andrew Wilken, Secretary-Treasurer | Jordan Whitmore, Deputy Chief Building Official | Sandeep Josan, Deputy Secretary-Treasurer | Brian & Mary Zettler

REGRETS Bill Switzer

DISCLOSURE OF PECUNIARY INTEREST None

DELEGATIONS Lynn Dentinger, 485 16th Ave | Jayson Long, 801 20th St

1. Adoption of May 14, 2026, Regular Meeting Minutes

Moved by MARK EBERT / Seconded by BRANDON KOEBEL

That the minutes of the May 14, 2026, regular meeting be approved as printed and circulated.

CARRIED

2. Business Arising from Minutes

The Secretary-Treasurer advised that Minor Variance Application A3-26 for 180 13th 'A' Avenue proposing to construct an accessory structure with a floor area of approximately 89.18 m² (960 ft²), is now final.

3. Minor Variance Application, A4-26, Lynn Dentinger ------------------ 485 16th Ave

The Secretary-Treasurer advised that notice of the public meeting was circulated to all property owners within 60 metres of the subject lands and posted on the property, the Town's website, and circulated to relevant agencies on July 3, 2026, in accordance with Section 45 of the Planning Act, R.S.O. 1990.

The Secretary-Treasurer provided an overview of Minor Variance Application A4-26, advising that the owner is proposing to expand the existing legal non-conforming residential use within the Corridor Commercial (C2) Zone by constructing an attached garage of 436 sq. ft. The proposed garage complies with the Zoning By-law requirements for size, setbacks, and height. Ms. Dentinger advised that the garage is a single-storey structure and does not contain an upper floor.

The Saugeen Valley Conservation Authority provided comments and indicated that they have no concerns with the proposed development.

After discussion, a motion was made to approve the application. It was then,

Moved by CAROL HUDSON / Seconded by BRANDON KOEBEL

That the Minor Variance application be granted subject to the following conditions:

1. that the approval be for this application only;

2. that the proposed development will not adversely affect or restrict the uses in the surrounding area;

CARRIED

4. Consent Application, B2-26, Jerome & Joanne Weber------------940 8th Ave N

The applicant intends to propose the severance of the existing house and accessory structures to create a new lot. The application is withdrawn by the applicant as the owner provided comments regarding the proposed service easement on the severed lands, which is intended to serve the retained lands. The Planning Advisory Committee recommended deferring application to a future meeting to allow for additional information to be provided by the applicant regarding the infrastructure easement.

5 Consent Application, B1-B3-25, 2501563 Ontario Inc.-------------------801 20th St

The Secretary-Treasurer advised that notice of the public meeting was circulated to all property owners within 60 metres of the subject lands and posted on the property, the Town's website, and circulated to relevant agencies on July 2, 2026, in accordance with Section 53 of the Planning Act, R.S.O. 1990.

This is block 124 within the plan of Saugeen Cedar Heights West Subdivision. The block is regulated by the SVCA and contains wetlands, a tree retention area, and various natural heritage features. The applicant is proposing to sever the block into four lots for the construction of single detached dwellings.

Previously, Grey County's Natural Heritage Ecologist had raised concerns regarding the offsetting plan for Block 124. Following further review, Grey County's Planning Ecologist confirmed that the proposed woodland removal within Block 124 was anticipated in the Environmental Impact Study (EIS) and has been addressed through the approved woodland offsetting plan. As a result, no additional environmental compensation or mitigation measures are required. As a result, the subdivision agreement was amended earlier this year to remove Block 124 from the tree retention plan. The environmental features and retention areas identified in the Environmental Impact Study (EIS) must continue to be maintained within the associated block.

Previously, the Saugeen Valley Conservation Authority (SVCA) had raised concerns regarding the Water Balance Report, Site Plan, and Grading Plan. Following review of Gaman Consultants' amended Water Balance Evaluation for Lots A-D, the SVCA has confirmed that they are satisfied with the revisions. The SVCA advised that any development activities within 30 metres of the wetland boundary will require a permit from the SVCA.

The Town received comments from the Saugeen Valley Conservation Authority (SVCA), recommending that the wetland feature within Block 124 be rezoned from R3-35 to Environmental Protection (EP). Staff advised that mapping redesignation will be addressed through the next housekeeping amendment to the Zoning By-law. The SVCA also recommended that final site plans for proposed Lots A to D demonstrate that roof runoff will be directed to the rear of the lots, and that the approved site plans be registered on title. It was determined that the civil engineer's grading plan submitted with the building permit application will demonstrate that roof runoff will be directed to the rear of the lots and will incorporate the recommendations identified in the amended Water Balance Report.

Brian Zettler, the neighbor who owns 862 24th Ave and resides south of the subject lands, has expressed concerns about the future potential of his lot, particularly regarding access and servicing issues. Written comments were received from Brian and Mary Zettler. The Secretary-Treasurer informed the Committee that the property will be connected to the Town's sanitary services from 24th Avenue in the future when services will be extended further North, as providing services from other streets within the Saugeen Cedar Heights West Subdivision is not feasible due to the terrain of Zettler's property and would be subject to future studies with respect to nature heritage completed by the property owner.

Subsequent to a very good discussion on Consent Application No. B1-B3-25 and having regard to the application and its conformity with the Town's Official Plan and Zoning By-Law, it was then;

MOVED BY LARRY LANTZ / SECONDED BY MARK EBERT

THAT Consent Application No. B1-B3-25 be granted with the following conditions:

a) That the Owner agree in writing with the Municipality, if deemed necessary by the Municipality, to satisfy all requirements, financial or otherwise of the Municipality concerning the provision of roads, installation of services, facilities and drainage, and the provision of parkland or cash in lieu of parkland; and, that the Owner enter, if required, into an agreement with the Municipality, providing for the payment of a development charge, said payment to be made on or before the delivery of a letter by the Municipality addressed to the Secretary-Treasurer of the Committee of Adjustment waiving the municipal conditions as imposed herein;

b) That a surveyor's drawing be completed and a copy filed with the Clerk, the Registrar and the Secretary/Treasurer of the Committee of Adjustment;

c) That "Certification of Consent" be affixed to the deed within two year of the giving of the Notice of Consent

d) That prior to commencing any development activities or site alterations on lots C and D, the owner shall obtain a development permit from Saugeen Valley Conservation Authority.

CARRIED

6 Correspondence

None

7. New Business

None

8. Adjournment

Moved by CAROL HUDSON
That the meeting now be adjourned at 4:41pm.

____
Chair, Barbara Hicks

____
Secretary-Treasurer, Andrew Wilken

SAUGEEN MOBILITY
and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Thursday, June 4, 2026, 10:00AM
Boardroom, 603 Bruce Rd 19, Walkerton, ON & via Zoom

Board Members Present: Kym Hutcheon, Deputy Mayor, Brockton, Chair
Jennifer Shaw, Deputy Mayor, Arran-Elderslie, Vice Chair (via Zoom)
Ed McGugan, Councillor, Huron-Kinloss, Past Chair
Scott Mackey, Mayor, Chatsworth
Warren Dickert, Deputy Mayor, Hanover
Doug Townsend, Councillor, West Grey (via Zoom)
John Divinski, Councillor, Saugeen Shores
Mike Hinchberger, Councillor, Kincardine
Joel Loughead, Councillor, Grey Highlands (via Zoom)

Board Members Absent: Monica Singh-Soares, Councillor, Southgate
Mark Goetz, Mayor, South Bruce

Others Present: Stephen Labelle, General Manager

1. **Call to Order & Roll Call**
The Chair called the meeting to order at 10:00AM. The Board confirmed quorum.

2. **Disclosure of Pecuniary Interest and Declaration of Conflict of Interest**
None declared.

3. **Approval of Agenda** Motion
Motion Moved by**:** Ed McGugan; Seconded by**:** Warren Dickert
That the agenda be approved as presented.
Carried

4. **Minutes of the Previous Meeting – April 10, 2026** Motion
Motion Moved by: Ed McGugan; Seconded by**:** Scott Mackey
That the minutes from April 10, 2026, be approved as presented.
Carried

5. **Delegation - none**

6. **Business Arising from the Minutes**

A. **Proposed Ride Trial for Non-Disabled Persons Over the age of 60** Motion

The General Manager presented a report in response to the Board's earlier request for additional information on offering rides to non-disabled persons over the age of 60, where space is available. The report addressed several considerations. It noted that the Accessibility for Ontarians with Disabilities Act does not prohibit this type of service, and that the Ontario Human Rights Code supports transportation options that help reduce hardship in accessing transportation. Legal counsel had also advised that expanding the service would not jeopardize SMART's charitable status. In addition, the Ministry of Transportation currently funds co-mingled transportation at other transit agencies, where persons with and without disabilities are transported on the same vehicle, and had indicated no objection to SMART doing the same.

The report also noted that there would be operational impacts. These would include additional workload for dispatch and drivers related to confirming space availability, explaining the registration process, and communicating behavioural expectations to new riders. Health and safety coverage for staff through WSIB would not change. The report recommended that SMART offer the service on a space-available basis for a three-month pilot period, subject to confirmation of insurance and legal considerations.

The Board was further advised that, since the report was prepared, the Ministry of Transportation had informed the Bruce Dufferin Grey Wellington Transit Study group that, for Ontario Transit Infrastructure Fund funding to be available beyond October 31, new transportation services must be created. As a result, SMART's proposed pilot could be the only new service allowing funding beyond October 31.

The Board also discussed the possibility of SMART participating as a subcontractor to the BDGW Transit System, rather than as an integrated part of the new system. This could allow SMART to be reimbursed for the full cost of each ride.
Motion Moved by: Jennifer Shaw; Seconded by: Mike Hinchberger
That the General Manager express to the BDGW Transit Study group that SMART is interested in providing enhanced service for non-disabled riders if SMART is contracted as a subcontractor of the new BDGW Transit System, subject to confirmation of legal, insurance, and funding arrangements.
Carried

B. **TripSpark Custom Distance Report** Motion

The General Manager advised that a custom TripSpark report, intended to improve the precision of municipal contribution calculations, to identify deadhead travel, and to identify high-demand zones within each municipality, would cost approximately $10,500. He advised that the BDGW Transit Study group had been asked to cover this cost or alternatively to contribute $5,000, and that it was considering this request. The General Manager proposed compiling the required data manually as a short-term solution by modifying the spreadsheets generated from current TripSpark reports, before committing to a paid customization.
Motion Moved by: Ed McGugan; Seconded by: Mike Hinchberger
That the General Manager report back at the next Board meeting on whether an internally produced, one-time report could meet SMART's needs as an alternative to purchasing a customized TripSpark report.
Carried

7. **Correspondence - None**

8. **New Business**

A. **Driver Vehicle Inspection Application (ReadyChek)** Motion

The General Manager presented a proposal to implement ReadyChek, an app-based daily vehicle inspection system, in response to concerns identified following a fatal collision involving a SMART vehicle several years ago. He advised that drivers currently submit paper inspection reports only weekly or biweekly, which prevents timely identification of missed inspections or vehicle deficiencies. ReadyChek would require drivers to complete a daily inspection through the company phone before beginning their day, that the app would automatically report deficiencies, and would flag major defects requiring a vehicle to be taken out of service or to be repaired immediately. The estimated cost is approximately $3,580 per year, paid monthly.

Board members discussed the reliability of driver self-reporting, training provided to drivers on vehicle inspections, and whether TripSpark offers a comparable inspection feature. The General Manager agreed to confirm whether TripSpark has this capability before the Board makes a final decision.

Motion Moved by: John Divinski; Seconded by: Ed McGugan
That consideration of the ReadyChek vehicle inspection proposal be tabled pending confirmation of whether TripSpark offers a comparable inspection module.
Carried

B. **Request to Donate a Vehicle to the Hanover Scouts**

The General Manager advised that SMART had received a request from a staff member to donate a surplus vehicle to the Hanover Scouts. The Board discussed SMART's existing Capital Asset Disposal policy, which requires that vehicles valued at more than $1,000 be listed for sale through GovDeals or a similar online auction platform, open to all bidders including SMART employees and clients. Board members expressed concern about the fairness of donating a vehicle to one community organization when other organizations would not have had the same opportunity and generally agreed that surplus vehicles should continue to be disposed of in accordance with the existing policy.
Motion Moved by: Scott Mackey; Seconded by: Mike Hinchberger
That the General Manager submit a written request to the Canada Revenue Agency Charities Directorate seeking permission to donate one 9-passenger vehicle to the Hanover Scouts, and report back to the Board with the Directorate's response and a recommendation at the next meeting.
Defeated
Motion Moved by: Ed McGugan; Seconded by: Scott Mackey
That the General Manager explain to the staff member the policy, and that any vehicle disposal continue to be carried out through the current service, namely GovDeals.
Carried

C. **SMART Get-Together**

Ed McGugan requested that the 2026 SMART Get-Together be added for discussion to the agenda for the next meeting. The General Manager agreed to do so.

9. **Reports & Recommendations**

A. **Report on March 2026 Operations**

The Board reviewed the report on March 2026 operations. The General Manager advised that ridership was down approximately 9%, or 647 rides, compared with the same period last year, which he attributed in part to winter storms, while noting that some municipalities saw increased ridership.
Motion Moved by: Scott Mackey; Seconded by: Joel Loughead
That the report on March 2026 operations be accepted as presented.
Carried

B. **Report on April 2026 Operations**

The Board reviewed the report on April 2026 operations. The discussion also included budgeting. The General Manager and Board members agreed to revisit long-term budget planning and the 2027 SMART Budget over the summer in preparation for the September Board meeting.
Motion Moved by: Warren Dickert; Seconded by: John Divinski
That the report on April 2026 operations be accepted as presented.
Carried

10. **Adjournment & Upcoming Meeting Date – Friday July 10, 2026**

The next meeting was confirmed for Friday, July 10, 2026, at 10:00AM.
Motion Moved by: Warren Dickert; Seconded by: John Divinski
That the meeting be adjourned as of 11:56AM.
Carried

Signed by:
Kym Hutcheon 7/21/2026
867687BC6570420...
Kym Hutcheon, Chair

Signed by:
Stephen Labelle 7/21/2026
A619F2DFE17F488...
Stephen Labelle, Recording Secretary

SAUGEEN MOBILITY
and REGIONAL TRANSIT
Box 40 Walkerton, ON N0G 2V0
519-881-2504 1-866-981-2504

July 21, 2026

Dear Member Municipal Councils and CAOs,

Thank you for your continued partnership with Saugeen Mobility and Regional Transit (SMART). SMART's total ridership reached 27,278 rides in 2025, down 2.9% from 28,088 rides in 2024 (as shown in the attached report). Despite this decrease, SMART continued to provide much-needed accessible transportation services to all municipalities of the SMART partnership. SMART remains financially sound.

Throughout 2025, the SMART Board and management continued to review operations and practices to ensure effective and efficient service delivery. A few highlights from 2025:

1. SMART purchased 12 new vehicles in 2025 (eight accessible minivans and four accessible 6-passenger vans). The vehicles are shown on the following page. SMART funded the purchase with a combination of SMART's reserve and an 80% contribution from the federal Rural Transit Solutions Fund. The new vehicles replaced older units in the fleet, putting SMART in a much stronger fleet management position. SMART's fleet now includes no vehicle older than 2021., except for two 2017 9-passenger vehicles, reserved for a new enhanced accessible transportation service to Kincardine (evenings Monday to Thursday and Sunday all day).

2. SMART began talks with the Bruce, Dufferin, Grey and Wellington (BDGW) Regional Transit Study Team in 2025. These talks build on SMART's ongoing effort to integrate operations with other transportation agencies across Grey and Bruce Counties, avoid situations where vans from different agencies end up in the same parking lot, and minimize “deadhead” (unbilled distance travelled to and from a client's residence).

3. In May 2026, SMART sent an electronic copy of the financial statements to all member municipalities. Additionally, please find attached the Ridership Statistics Summary, January to December 2025.

In closing, SMART’s Board and General Manager continue to review both budget and operations on an ongoing basis to identify efficiencies, strengthen service delivery, and reduce unnecessary expenses wherever possible. This work will remain an important priority as SMART continues to provide safe, reliable, and accessible transportation across the communities we serve.

Sincerely,

Signed by:
Kym Hutcheon
867687BC6570420...

Kym Hutcheon
Chair, Board of Directors

Improving Quality of Life through Mobility

SAUGEEN MOBILITY VEHICLES

New 2025 vehicle

New 2025 vehicle

RIDERSHIP STATISTICS SUMMARY - JANUARY TO DECEMBER 2025

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	CHANGE
ARRAN-ELDERSLIE	**2025**	194	208	260	226	285	236	167	139	259	275	215	176	2640	**-18.24%**
	2024	257	269	271	470	314	207	117	208	278	334	312	192	3229	
BROCKTON	**2025**	280	265	322	396	420	440	468	400	326	342	280	313	4252	**4.37%**
	2024	248	315	300	311	227	304	383	442	356	338	460	390	4074	
CHATSWORTH	**2025**	45	36	53	68	90	98	75	93	86	84	76	54	858	**-21.07%**
	2024	105	94	58	122	99	68	114	75	146	85	60	61	1087	
GREY HIGHLANDS	**2025**	26	19	31	30	37	23	116	66	73	30	37	34	522	**12.74%**
	2024	42	36	26	38	36	58	17	36	67	51	28	28	463	
HANOVER	**2025**	474	443	403	497	483	440	536	333	381	500	409	397	5296	**-13.44%**
	2024	584	552	488	637	617	419	438	669	403	485	352	474	6118	
HURON-KINLOSS	**2025**	60	47	51	53	118	127	142	84	93	130	90	144	1139	**6.05%**
	2024	52	74	64	95	127	99	32	146	100	113	89	83	1074	
KINCARDINE	**2025**	133	152	159	221	221	347	325	338	281	214	245	163	2799	**16.14%**
	2024	95	121	118	193	185	138	264	404	285	249	210	148	2410	
SAUGEEN SHORES	**2025**	299	259	360	372	388	371	363	233	315	320	318	215	3813	**-12.57%**
	2024	330	383	347	514	447	433	359	266	337	379	334	232	4361	
SOUTHGATE	**2025**	112	90	89	127	126	134	119	100	129	140	124	98	1388	**27.11%**
	2024	78	83	74	74	97	82	84	82	108	151	115	64	1092	
WEST GREY	**2025**	205	233	263	236	290	298	234	212	291	292	274	190	3018	**-5.60%**
	2024	207	197	250	282	307	358	250	246	251	319	318	212	3197	
SUB-TOTALS	**2025**	1828	1752	1991	2226	2458	2514	2545	1998	2234	2327	2068	1784	25725	**-5.09%**
	2024	1998	2124	1996	2736	2456	2166	2058	2574	2331	2504	2278	1884	27105	
OTHER	**2025**	0	0	0	0	88	40	114	40	42	38	39	2	403	**49.81%**
	2024	0	0	0	0	0	70	44	57	30	42	26	0	269	
GREY-BRUCE STS	**2025**	54	90	130	148	133	105	0	0	144	166	106	74	1150	**61.06%**
	2024	51	69	54	73	70	50	0	0	88	116	101	42	714	
TOTALS	**2025**	**1882**	**1842**	**2121**	**2374**	**2679**	**2659**	**2659**	**2038**	**2420**	**2531**	**2213**	**1860**	**27278**	**-2.88%**
	2024	2049	2193	2050	2809	2526	2286	2102	2631	2449	2662	2405	1926	28088	

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July 29th, 2026

Subject: Circulation of the 2027 Draft Budget for Municipal Review

Dear Municipal Clerk and Members of Council,

At its meeting on July 16, 2026, the Saugeen Valley Conservation Authority (SVCA) Board of Directors approved the 2027 draft budget in principle and authorized its circulation to SVCA's fifteen member municipalities for a 30-day review and commenting period. The municipal cost apportionment increase approved in principle by the SVCA Board of Directors is 2.5 percent, or $2,900,396.

Municipal cost apportionment

SVCA's shared municipal costs are apportioned among its fifteen member municipalities primarily using the Modified Current Value Assessment (MCVA) method established under Ontario Regulation 402/22: Budget and Apportionment.

MCVA applies provincially established weighting factors to property assessment classes within the portion of each municipality located in SVCA's area of jurisdiction. These classes include residential, commercial, industrial, farmland and other property types. Each municipality's weighted assessment is then compared with the total weighted assessment of the watershed to determine its proportionate share.

This approach means that municipalities with larger or higher-assessed property bases contribute proportionately more, while municipalities with smaller, primarily agricultural or lower-assessed property bases contribute less. Because assessments do not change uniformly across the watershed, the percentage change for an individual municipality may be slightly higher or lower than 2.5 percent. Collectively, however, the municipal shares produce the proposed cost apportionment increase of 2.5 percent.

The term "cost apportionment" is now used in place of "general levy," consistent with the terminology and cost-distribution framework established under Ontario Regulation 402/22.

For most member municipalities, SVCA's total cost apportionment represents less than one percent of the municipality's overall budget.

Consultation and approval process

Sections 13 to 15 of Ontario Regulation 402/22 establish the process for considering, approving and circulating a draft conservation authority budget for consultation. Following the Board's approval of the draft budget for consultation, SVCA is required to:

- provide the draft budget and related financial information to its participating municipalities;
- make the draft budget and supporting information publicly available on its governance webpage; and
- consult with municipalities as necessary before finalizing the budget.

This circulation is therefore an opportunity for municipal councils and staff to review the proposed budget, ask questions and provide comments. Municipal councils are not required under the Conservation Authorities Act or Ontario Regulation 402/22 to pass a by-law or resolution approving the draft budget. A municipality may, of course, submit comments or formal direction through a council resolution if it chooses to do so.

SVCA welcomes written comments within 30 days of receipt of this correspondence. Authority staff are also available to present the draft budget to municipal staff or council upon request.

Existing municipal agreements and special-benefiting projects

For municipalities with existing Category 2 inspection and maintenance agreements or special-benefiting project arrangements, those agreements and established cost-sharing arrangements remain in effect. Any proposed capital projects, major maintenance activities or other works outside the shared municipal cost apportionment will be discussed directly with the affected municipal staff and brought before the applicable municipal council for consideration and approval, as appropriate.

Earlier 2027 budget schedule and OPCA transition

SVCA has advanced its 2027 budget process in response to significant changes to Ontario's conservation authority governance framework.

In November 2025, the Province amended the Conservation Authorities Act to establish the Ontario Provincial Conservation Agency (OPCA). The Agency has been given centralized responsibility for overseeing conservation authorities and coordinating the transition to a regional conservation authority structure.

The Province has also directed existing conservation authorities to complete their 2027 budget processes before the transition date of February 1, 2027. Advancing SVCA's budget schedule provides sufficient time to complete the municipal consultation, apportionment approval and final budget approval requirements under Ontario Regulation 402/22 while the current Authority and its Board remain legally constituted.

Completing SVCA's 2027 budget process before the municipal election and the provincial transition will therefore support governance continuity and allow the Directors who reviewed the draft budget to participate in its final consideration.

Next Steps

At the SVCA Board meeting scheduled for September 17, 2026, the Board will consider the municipal cost apportionment amounts and final approval of the 2027 budget. In accordance with Ontario Regulation 402/22, the apportionment amounts will be considered through a recorded weighted vote, followed by a separate recorded vote on the final budget.

SVCA remains committed to working collaboratively with its municipal partners to protect and enhance our shared watershed. We welcome the opportunity to present the draft budget to your respective councils upon request.

Sincerely,

Erik Downing
General Manager, Secretary-Treasurer
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Enclosures:

- 2027 Draft Budget 2027
- Municipal Cost Apportionment Schedule
- SVCA Board Motion G26-34

2027 Saugeen Valley Conservation Authority Draft Budget						
Category of Program or Service – Summary	**Apportionment**	**Self-Generated**	**Reserves**	**Special Benefitting Maintenance**	**Special Benefitting Capital**	**Category 2, 3 and MOU**
Category 1: Mandatory Programs and Services	$2,900,395.75	$1,739,596	$372,862	$141,986	$120,000	$0
Category 2: Non-mandated program or service delivered to municipality through an agreement						$524,946
Category 3: Programs and services are cost-apportioned with municipalities		$1,117,992	$168,158			$120,191
SUBTOTAL	**$2,900,396**	**$2,857,588**	**$541,020**	**$141,986**	**$120,000**	**$645,137**
TOTAL 2027 SVCA BUDGET	**$7,206,127**					

2027 Municipal Cost Apportionment Schedule

Municipality	2026 Apportionment	2027 Apportionment	Apportionment $ Change	2027 Category 3 Cost Apportioning	Apportionment % Change
Municipality of Arran-Elderslie	$70,345	$71,129	$784	$2,948	1.11%
Municipality of Brockton	$243,709	$247,928	$4,219	$10,274	1.73%
Township of Chatsworth	$83,152	$83,238	$86	$3,449	0.10%
Municipality of Grey Highlands	$121,795	$126,310	$4,515	$5,234	3.71%
Town of Hanover	$182,671	$181,827	-$844	$7,535	-0.46%
Township of Howick	$7,472	$7,390	-$82	$306	-1.09%
Township of Huron-Kinloss	$157,399	$159,459	$2,060	$6,608	1.31%
Municipality of Kincardine	$488,338	$488,272	-$66	$20,234	-0.01%
Town of Minto	$78,255	$78,539	$284	$3,255	0.36%
Municipality of Morris-Turnberry	$5,283	$5,385	$102	$223	1.93%
Town of Saugeen Shores	$603,430	$621,997	$18,567	$25,775	3.08%
Municipality of South Bruce	$136,265	$135,602	-$663	$5,619	-0.49%
Township of Southgate	$206,046	$233,098	$27,052	$9,659	13.13%
Township of Wellington North	$110,979	$119,758	$8,779	$4,963	7.91%
Municipality of West Grey	$334,518	$340,464	$5,946	$14,109	1.78%
TOTAL	**$2,829,657**	**$2,900,396**	**$70,739**	**$120,191**	**2.50%**

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Saugeen Conservation Authority Board of Directors Motion to Approve the 2026 SVCA Budget in Principle, Authorize Circulation to Watershed Municipalities for Review

July 16, 2026

Motion #G26-34
Moved by Steve McCabe
Seconded by Bud Halpin

THAT the SVCA Board of Directors approve the 2027 draft budget in principle;

and FURTHER THAT staff be authorized to forward the draft budget to the Authority's watershed municipalities for a 30-day review and commenting period and include the offer of a delegation if requested;

AND FURTHER THAT the working capital reserve be used to reduce apportionment increase to 2.5%.

Carried

Erik Downing
General Manager, Secretary-Treasurer
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Tom Hutchinson
Deputy-Mayor, Municipality of West Grey
Chair, Saugeen Valley Conservation Authority
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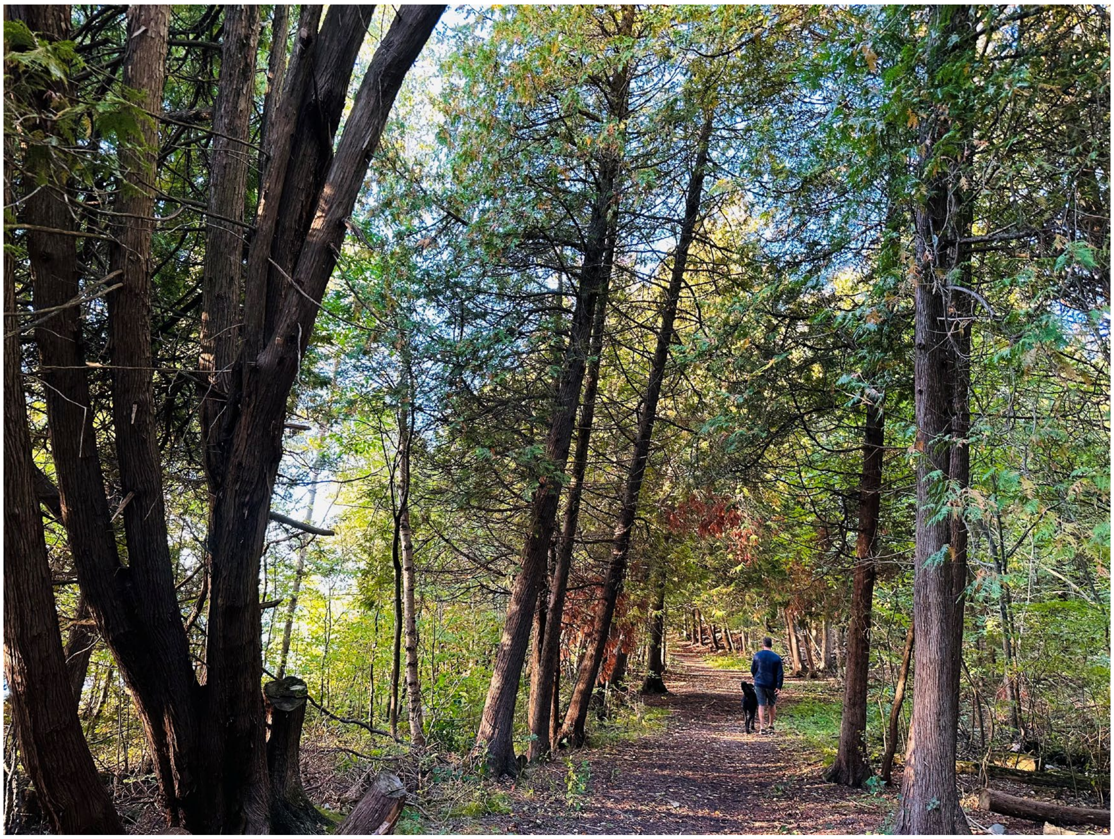
Quarter 2, 2026

Saugeen Valley Conservation Authority



Stoney Island Conservation Area.

April – June 2026

Saugeen Valley Conservation Authority (SVCA) provides ongoing watershed services to its 15 member municipalities throughout the year. During the second quarter of 2026, staff continued flood and water quality monitoring, development review, conservation lands management, forestry programs, infrastructure work, and municipal collaboration while also responding to significant provincial changes affecting conservation authorities. This update highlights key activities from April through June across SVCA's four departments.

Governance and Municipal Engagement

SVCA staff and Board leadership remained actively engaged in regional and provincial discussions regarding the planned transition to the Ontario Provincial Conservation Agency and a new regional conservation authority structure.

In May, representatives from the proposed Lake Huron Region conservation authorities met for an initial informal transition discussion. SVCA's General Manager and Chair also participated in an interview with Ernst & Young, and staff submitted requested organizational information to support development of the Province's transition playbook. Additional regional meetings were held with Grey County and neighbouring conservation authority leaders in June.

SVCA continued to participate in Conservation Ontario meetings and sector discussions to share information, assess operational implications, and prepare for future provincial direction. Throughout this work, regular programs and municipal services continued without interruption.

Lake Huron Region Conservation Authority Transition Committee, inaugural informal meeting

Corporate Services

Corporate Services supported a particularly active quarter across finance, human resources, administration, communications, information technology, and geographic information systems.

The 2025 external audit was the primary focus in June, with work still underway. Staff also began development of the 2027 operating and capital budget with the General Manager and department managers. Routine financial operations continued, including payroll, accounts payable and receivable, campground administration, municipal apportionment, special benefitting and WECI invoicing, government remittances, reconciliations, and employee benefit administration.

More than 20 seasonal and contract employees were onboarded using updated tracking and SharePoint-based workflows. First Aid training was coordinated for seasonal employees, new network and Microsoft 365 accounts were established, and longstanding remote access issues affecting several staff members were resolved.

Communications work supported the annual tree sale, campground openings, Durham Creek mapping consultation, public updates on provincial restructuring, and ongoing improvements following the website's migration to a new content management system.

GIS staff integrated new 2025 orthophotography into SVCA systems and continued regulatory and hazard mapping updates. Quarterly mapping updates were also provided to participating municipalities and counties.

Environmental Planning and Regulations

Environmental Planning and Regulations staff continued development review, permit approvals, regulatory mapping, municipal coordination, and public outreach throughout the quarter.

A total of 125 permits were reported across the April and June program reporting periods, including 54 permits issued between February 24 and May 1 and 71 permits issued between May 1 and June 29. Projects ranged from residential and agricultural construction to municipal infrastructure, culvert and bridge replacements, fibre-optic installation, shoreline work, and watercourse alterations.

Following a 30-day public consultation, the Board approved updated regulation mapping for the Durham Creek area in West Grey. The revised mapping reflects updated floodplain boundaries and associated regulated areas and has been incorporated into SVCA's GIS resources.

Work also continued on Pine River mapping upstream of Lake Range Drive, Southampton two-zone floodplain revisions, and updated planning service agreements with member counties and municipalities. Primary outreach was completed with eight Amish and Mennonite communities to increase awareness of regulated areas and permitting requirements.

As of May, staff were managing 45 active violation files. SVCA's enforcement approach continues to prioritize voluntary compliance, site remediation, and proportionate action based on risk.

EPR staff participating in a Building Officials Association Builders Forum

Flood Forecasting and Warning

Following the significant spring freshet, staff completed an organization-wide flood season debrief on May 20. The session reviewed the season's events, gathered staff feedback, and identified opportunities to strengthen flood forecasting and warning procedures.

No flood messages were issued after the May Board meeting. A dry period in late May and early June allowed watercourses to fall slightly below seasonal levels before late-June rainfall returned flows to seasonal conditions.

Annual maintenance continued across SVCA's hydrometric network. Rain gauges were calibrated, streamflow measurements were completed, and the Saugeen River monitoring station above Hanover was refurbished to address moisture and condensation concerns.

SVCA also began forming a Water Response Team under the Ontario Low Water Response Program, with participation requested from relevant watershed organizations.

Infrastructure and Capital Projects

SVCA secured $249,500 through the 2026-2027 Water and Erosion Control Infrastructure program to support four project groupings with a combined value of $479,000. Funding will advance the Paisley Dyke Improvement Project, Phase 3 of the Durham Upper Dam Class Environmental Assessment, tree remediation assessments at the Walkerton and Hanover dykes, and public safety fencing at Hanover Dam.

Phase 3 of the Durham Upper Dam Class Environmental Assessment began with field surveys and preparation of an environmental baseline memorandum. This work will inform the evaluation of alternatives and the eventual selection of a preferred option for the future of the dam.

Routine maintenance and inspections continued at SVCA-owned and managed structures. Work included replacing the floating debris barrier at Allan Park, updating signage, implementing summer operating configurations at the Durham dams, vegetation management, and ordering components for the Durham Upper Dam public safety boom.

Water Quality Monitoring

Surface water monitoring continued through SVCA's internal program and the Provincial Water Quality Monitoring Network. Annual benthic sampling was completed in late May, with sorting and analysis continuing into the summer.

Staff continued municipal delegations presenting findings from the 20-Year Water Quality Report and worked with the Ontario Farmland Trust and Ausable Bayfield Conservation Authority on monitoring at the Bourgeois demonstration farm near Tiverton.

Water Resources staff also participated in Healthy Lake Huron and Conservation Authorities Long Term Monitoring working groups, supporting collaboration and consistent monitoring methods across agencies.

Forestry and Lands

Forestry staff completed another successful spring planting season with support from staff across the organization. More than 13,000 seedlings and 4,700 large-stock trees were planted, while more than 16,000 additional trees were sold to private landowners for planting across the watershed.

The annual tree sale at Sulphur Spring Conservation Area was held on April 25. Managed Forest Tax Incentive Program planning and approvals continued, forest inventory work remained active, and two staff members successfully renewed their tree-marking certification.

SVCA again partnered with the Municipality of Brockton for the annual Saugeen River cleanup in Walkerton. Volunteers removed more than ten large bags of garbage and several larger discarded items from the river corridor.

Campground operations opened smoothly and reservations increased as the summer season began. Saugeen Bluffs hosted the Saugeen River Run and Trails and Tunes, while Durham Conservation Area hosted the Mosaic Fun Run in support of the Bruce Grey Mentorship Program. Sulphur Spring Conservation Area also welcomed the Walk for Alzheimer's.

Forestry and Lands Manager Donna Lacey received Forests Canada's 2026 Most Valuable Planter Award.

The national award recognizes Donna Lacey's outstanding contribution to ecosystem restoration. Over her 28-year career with SVCA, she has helped restore forests across the Saugeen watershed, including the planting of approximately 2.6 million trees, while providing leadership in forestry, conservation, and community stewardship.

Saugeen Valley Conservation Authority

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Photos from SVCA's Annual Arbour Day Tree Sale

Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date:	Thursday, May 21, 2026 1:00 p.m.
Location:	Formosa Board Room
Chair:	Tom Hutchinson
Members present:	Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin (Virtual), Dave Myette (joined virtually at 2:30pm), Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger (Virtual, left at 3:44pm), Bill Stewart, Peter Whitten, Gregory McLean
Member absent:	Steve McCabe, Peter Whitten, Gregory McLean
Staff present:	Erik Downing, Matt Armstrong, Ashley Richards, Izabela Polowa, Darren Kenny, Matt Armstrong, Katie Thomas, Sara King

The meeting was called to order at 1:06pm

1. Land Acknowledgement – read by Barbara Dobreen

We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudenosaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.

2. Adoption of Agenda

Motion #G26-26
Moved by Paul Allen
Seconded by Bill Stewart
THAT the agenda of the SVCA meeting of May 21, 2026, be adopted as presented.

Carried

3. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest relative to any item on the agenda.

4. Adoption of Minutes

Motion #G26-27
Moved by Sue Paterson
Seconded by Larry Allison
THAT the minutes of the Authority Meeting, March 11, 2026, be adopted as circulated.

Carried

5. Staff Introduction

General Manager and Secretary Treasurer introduced a new Resources Information Technician.

6. New Business
Governance

6.1 GM-2026-11: SVCA Workplan

The GM/S-T presented the SVCA Operational Workplan. The report provided an update on key operational priorities, project timelines, and completed initiatives across all departments, including Corporate Services, Environmental Planning and Regulations, Water Resources, and Forestry and Lands.

6.2 GM-2026-12: Program Report

The GM/S-T presented a report summarizing departmental activities and key initiatives from February to May 2026. Highlights included engagement with Conservation Ontario, provincial ministries, municipalities, and watershed stakeholders on governance, infrastructure, watershed operations, and proposed amalgamation initiatives, as well as participation in training, reporting, insurance renewal discussions, flood response debriefs, and community outreach events.

Corporate Services continued to support organizational operations through human resources, finance, communications, GIS, and IT services, including seasonal staff onboarding, payroll and benefits administration, financial reporting, audit preparation, website migration, mapping projects, and public communications.

Environmental Planning and Regulations staff issued 54 permits during the reporting period and continued regulatory mapping, planning services, environmental compliance activities, and outreach with Amish and Mennonite communities.

Forestry and Lands staff advanced stewardship, recreation, and outreach initiatives, including spring tree planting programs, the annual Arbour Day Tree Sale, campground preparations, community events, and support for flood response operations.

Water Resources staff coordinated extensive flood forecasting, monitoring, and response activities during the spring freshet, including support for municipalities and response efforts related to the Pinkerton dyke breach. Staff also advanced infrastructure projects, funding applications, inspections, maintenance planning, and operational procedures.

Water Quality staff continued municipal presentations on the 20-Year Water Quality Report, initiated 2026 monitoring programs, and participated in collaborative watershed health projects with municipal, conservation authority, and provincial partners.

6.3 GM-2026-13: MECP Update

The GM/S-T presented a report on the Province's conservation authority amalgamation initiative and the Minister's Direction issued May 1, 2026. The report outlined new provincial requirements that restrict certain governance, staffing, financial, land, procurement, and capital project decisions without prior authorization.

Staff advised that while day-to-day operations will continue within the approved 2026 budget, additional approval processes and timelines now apply to specific activities. The proposed disposition of the Varney Conservation Area has been paused pending further provincial direction, and any future action will require Board approval and authorization from the Ontario Provincial Conservation Agency.

An update was also provided on the establishment of the Ontario Provincial Conservation Agency and ongoing transition activities. The General Manager noted that the Board continues to play an important governance role throughout the transition, although some project and approval delays may occur.

Directors discussed the implications of the Direction, including impacts on local decision-making, donated properties, public communication, and future financial considerations. The Chair advised that an update would be provided to the community regarding the status of the Varney property and the new provincial requirements. Staff confirmed that no direct financial impacts have been identified at this time and that preparation of the 2027 budget will proceed in accordance with provincial direction. Additional information regarding reserves and available options during the transition will be provided as part of the 2027 budget discussions.

6.4 GM-2026-014: Transition Committee Appointments

Motion #G26-28
Moved by Bill Stewart
Seconded by Barbara Dobreen
THAT the SVCA Board of Directors appoint Erik Downing and Tom Hutchinson to the Transition Committee related to Conservation Authority Amalgamation.

Carried

The General Manager/Secretary-Treasurer presented report regarding the appointment of SVCA representatives to the Transition Committee established under the proposed Conservation Authority amalgamation process. The report outlined legislative requirements under Bill 97, which require each conservation authority to appoint one municipal council member and one senior staff representative to participate on the regional Transition Committee. Directors were advised that the proposed Lake Huron Regional Conservation Authority Transition Committee is expected to include representatives from six conservation authorities and will be responsible for developing and implementing a transition plan under the direction of the Ontario Provincial Conservation Agency. To ensure SVCA is represented during the transition process, the report recommended the appointment of Erik Downing and Tom Hutchinson as SVCA's representatives on the committee.

The Board discussed the potential value of identifying an additional or alternate appointee to support continuity in the event of a vacancy or change in Board membership. It was noted that while reappointments are common, there is no certainty regarding future appointments or continuity of current members. Members acknowledged that there is currently no formal process or guarantee for appointing a secondary or alternate representative. The idea was raised as a general consideration of prudence, but no decision or motion was made to implement such a structure.

A Board member referenced the posting for the Project CAO position within conservation authorities involved in recent amalgamation efforts. It was noted that general managers and Chief Administrative Officers (CAOs) from participating conservation authorities may be eligible to apply. Concerns were raised regarding how applications from existing senior administrative staff could potentially influence governance or committee composition. The Board acknowledged the information without making any related decisions.

6.5 GM-2026-15: 2027 Budget

Motion #G26-29
Moved by Mike Niesen
Seconded by Bill Stewart
THAT the SVCA Board of Directors support a proposed 2027 draft budget increase of up to 9%; THAT staff return with a report at the next Board meeting for approval in principle; and further THAT the use of reserves be anticipated to reduce the municipal apportionment increase to approximately 2.5% for member municipalities.

The General Manager/Secretary-Treasurer presented report regarding the development of the 2027 SVCA Budget and requested direction from the Board on a preliminary budget framework. The report outlined the challenges associated with preparing the 2027 budget during a period of provincial conservation authority transition, the implementation of the Minister's Direction, and the upcoming municipal election cycle. Directors were advised that the budget process must begin earlier than in previous years to allow sufficient time for Board approval, municipal consultation, and final adoption by October 2026.

The report noted that the 2026 budget was developed through significant cost containment measures, including the use of reserves, which reduced the municipal apportionment increase from an initial target of 6% to a final increase of 1.6% while maintaining existing service levels. Staff indicated that these measures are not sustainable long-term and that a proposed draft budget increase of up to 9% for 2027 would help address inflationary pressures, asset maintenance requirements, staffing stability, and the continued delivery of mandatory programs and services. The report emphasized that the proposed increase is intended to maintain current service levels rather than expand programs. Staff further advised that reserve funds could be strategically utilized to offset the increase and reduce the impact on member municipalities to approximately 2.5%, with updated reserve information to be available following completion of the 2025 audit.

The Board of Directors discussed several matters related to the 2027 budget. Members inquired about user application fees, and it was noted that these fees are currently frozen. A Director asked what level of reserves would be required to reduce the levy from approximately 9% to 2.5%. The General Manager advised that the final budget is still under development; however, an estimated reduction in apportionment of approximately $27,000 would be required to achieve such a decrease.

A further question was raised regarding additional constraints beyond regulatory requirements, including capital assets and capital purchases within the current budget framework. The General Manager responded that there is currently no new information available and that the SVCA anticipates further provincial announcements that may impact the budget process.

Corporate Services

6.6 CS-2026-08: Planning Letter to the Board

The Acting Manager of Corporate Services presented the 2025 Audit Planning Letter from Baker Tilly SGB LLP. The letter outlined the scope and approach for the upcoming audit of SVCA's 2025 financial statements, including auditor independence requirements, management and Board responsibilities, audit procedures, risk assessment, materiality considerations, and communication protocols. Baker Tilly confirmed its independence from the Authority and advised that the audit will be conducted in accordance with Canadian Auditing Standards to provide an opinion on the fair presentation of SVCA's financial statements.

6.7 CS-2026-09: Draft Financial Statements

The Acting Manager of Corporate Services presented the 2025 Financial Report, noting that the figures have changed significantly since the report was originally completed. It was highlighted that Corporate Services has successfully recovered six-figure revenues through ongoing recovery efforts; however, this was offset in part by increased legal expenses incurred during the reporting period. Despite these fluctuations, the 2026 budget remains on track. The report also noted that a Chartered Professional Accountant (CPA) is now on board supporting financial oversight, and that revenue recovery continues on a time-driven basis as outstanding accounts are actively being pursued.

Environmental Planning and Regulations

6.8 EPR-2026-05: Violations Update

The Regulations Coordinator presented the report to the Board of Directors, providing an update on SVCA's active violations under Ontario Regulation 169/06 and Ontario Regulation 41/24, as directed by the Board to be reported twice annually. As of May 2026, staff are managing 45 active violation files, a slight increase from 44 in November 2025. The majority of cases fall within moderate risk categories (20 in Category 2 and 24 in Category 3), with one low-level Category 1 file and no high-risk Category 4 violations.

Since the previous reporting period, 9 new violations were added, while 2 were resolved and 6 were closed. Staff continue to address violations through compliance actions and site remediation, and one file is currently before Provincial Offences Court awaiting a trial date. The report also reiterates SVCA's ongoing enforcement approach, including prioritizing compliance and potential prosecution for higher-risk or repeat offenders to support deterrence and watershed-wide regulatory compliance.

6.9 EPR-2026-06: Durham Creek Regulatory Mapping Update

Motion #EPR26-01
Moved by Bill Stewart
Seconded by Barbara Dobreen
THAT the Saugeen Valley Conservation Authority Board of Directors approve the proposed changes to the regulation mapping for the Durham Creek area.

The Manager of Environmental Planning and Regulations presented a report to the Board of Directors recommending approval of proposed updates to SVCA's regulation mapping for the Durham Creek area in the Municipality of West Grey. The update is required under Ontario Regulation 41/24 following the completion of flood hazard mapping in 2024. The report outlined that the proposed changes were shared with stakeholders, municipalities, and the public through a 30-day consultation period, supported by a press release, website updates, and social media communications, in addition to earlier public consultation completed during the mapping project.

The updated regulation mapping reflects revised floodplain boundaries and associated regulated areas, including a 15-metre allowance surrounding the floodplain where conditional development may occur. If approved, the changes will be incorporated into SVCA's GIS systems and shared with Grey County for integration into their mapping platforms.

The Board recessed at 2:10 p.m. and reconvened at 2:23 p.m.

Water Resources

6.10 WR-2026-06: Water Resources 101

The Manager of Water Resources delivered a Water Resources 101 presentation, providing an overview of the department's programs, responsibilities, staffing, and funding. The presentation highlighted the four primary service areas: Flood Forecasting and Warning, Flood and Erosion Control Infrastructure, Water Quality Monitoring, and Drinking Water Source Protection.

Staff reviewed the Authority's flood forecasting and warning program, monitoring network, flood messaging procedures, and flood response activities. It was noted that while some monitoring systems are semi-automated, effective flood forecasting continues to rely heavily on staff expertise, local knowledge, and professional judgment.

The presentation also outlined SVCA's responsibilities for managing 25 flood and erosion control infrastructure projects, ongoing asset management planning, long-term water quality monitoring programs, and source protection activities supporting 38 municipal drinking water systems.

Emerging priorities discussed included increasing public access to water resources data, enhancing communication and engagement, infrastructure asset management, risk assessments, and continued collaboration with municipal and external partners.

During discussion, a Director inquired about drought monitoring and communication with municipalities regarding potential impacts on private wells. Staff advised that a drought committee is being established as part of the flood forecasting and warning program. A question was also raised regarding microplastic monitoring, and staff confirmed that SVCA could offer a monitoring program if contracted to do so.

6.11 WR-2026-07: 2026 Frazil Ice

The Water Resources Manager presented a report on the January 2026 frazil ice event in the Municipality of West Grey. Staff outlined how thaw conditions, rainfall, snowmelt, increased river flows, and subsequent extreme cold led to significant frazil ice formation on the Saugeen River. SVCA monitored conditions, issued flood messages, activated its Flood Event Operations Centre, and worked with the Municipality of West Grey to manage ice accumulation in Durham. No damage to municipal infrastructure or private property occurred, and response costs were estimated at approximately $19,800.

The Manager of Water Resources also noted that a Class Environmental Assessment is underway and includes an evaluation of frazil ice mitigation measures and future management options for the dam.

6.12 WR-2026-08: 2026 Spring Freshet

The Manager of Water Resources presented a report on the 2026 Spring Freshet, which resulted from above-average snowpack, rapid snowmelt, and significant rainfall throughout March and April. Flood outlooks, watches, and warnings were issued as conditions developed, including flood warnings related to flooding along Silver Creek in Walkerton and the breach of a privately owned dam and dyke in Pinkerton.

The freshet was comparable to the major events of 2014 and 2018, with prolonged high-water conditions and several streamflow stations recording near-record flows. Staff worked closely with municipalities and emergency responders to monitor conditions, implement flood protection measures, and minimize impacts. Despite localized flooding and road closures, residential impacts were limited.

During discussion, a Director inquired about the classification of privately owned water control structures and responsibility for repairs following the Pinkerton dam breach. The GM/S-T clarified that SVCA has no authority to maintain or repair privately owned structures. Responsibility for repairs rests with the property owner, while SVCA's role is limited to regulatory review and permitting of any proposed repair or modification works that fall into an area of interest for SVCA.

6.13 WR-2026-09: Pinkerton Private Dam Failure

The Manager of Water Resources presented a report to the Board of Directors summarizing the March 2026 flooding event in Pinkerton, which was triggered by the breach of a privately owned dam and earthen dyke on the Teeswater River during the spring freshet. The breach, initially estimated at 15–20 metres and later expanding to over 30 metres, diverted river flows into the village and caused flooding in low-lying areas.

The report outlined SVCA's response, including immediate site inspections, coordination with municipal and provincial agencies, emergency management meetings, flood forecasting support, and ongoing monitoring efforts. The Municipality of Brockton, supported by local fire departments and SVCA, undertook sandbagging operations and later constructed a temporary cofferdam using metre bags to protect homes and prevent water from overtopping Bruce Road 15. Monitoring activities included regular site visits, installation of a staff gauge, and deployment of a remote camera system to track water levels.

The Board was advised that the privately owned dam owner is expected to undertake repairs once river conditions permit. SVCA has incurred approximately $6,200 in response costs to date and anticipates repairs will be required to the SVCA-managed Pinkerton dyke once a full damage assessment can be completed. Staff will continue monitoring conditions, participate in emergency management coordination as required, and work with the Municipality of Brockton and engineering consultants to assess and repair affected infrastructure.

7. Correspondence – none

8. Other business – none

9. Adjournment

With no further business to discuss, the meeting was adjourned at 3:55pm following a motion by Paul Allen and seconded by Barbara Dobreen.

____________________________________ ________________________________

Tom Hutchinson	Izabela Polowa
Chair	Recording Secretary

Grey County Council and Committee of the Whole Highlights

Grey County Council met on July 23, 2026, in the Council Chamber and virtually on Zoom. The meeting was immediately followed by a session of Committee of the Whole. A recording of the meeting can be found on the Grey County YouTube Channel.

Council

- Council accepted the minutes of the July 9 Grey County Council and Committee of the Whole meetings. Council Committee
- Council passed By-laws 5290-26 to 5295-26, including provisions for tax refunds for eligible heritage properties, the addition and removal of certain lands to and from the Grey County Road System, amendments to development charges by-law, and confirmation of all actions and proceedings of Council. 5290-26 5291-26 5292-26 5293-26 5294-26 5295-26

Committee of the Whole

- Lindsay Johnston, Executive Director of the Grey Bruce Ontario Health Team, presented Council with an update on the work to attach residents to a primary care provider through the Interprofessional Care Team (IPCT) funding as well as the status of the Ontario Health Care Connect system. The presentation highlighted the significant draw down of the wait list, with over 9,000 people connected to a primary healthcare provider to date, and emphasized that registering with the Health Care Connect system does not disconnect residents if they are already connected with an existing care provider that is outside of the region. Presentation
- Council received a report on financing for paramedic services bases in Durham and Feversham. Council approved staff proceeding with an application to Infrastructure Ontario to borrow up to $4.4 million to fund construction with an amortization period of 15 years. Provincial funding from the Ministry of Health will significantly reduce net borrowing costs. Report
- Deputy CAO Niall Lobley provided an update on staffing, congratulating Climate Change Initiatives Manager Linda Swanston on her upcoming educational leave and Sustainability Planning Program Coordinator Megan Myles on stepping into the Manager position on an interim basis. Council directed staff to undertake recruitment for a full-time, permanent coordinator role to backfill the now vacant Coordinator position. Report
- Council received correspondence regarding Community Benefits Charges and Parkland Regulation including clarification on provincial changes to parkland dedication rules in Ontario. Letter
- Council supported correspondence from the Town of Halton Hills regarding modernizing Ontario's invasive plant rules. Letter

- Council awarded a contract for Special Needs Resourcing Services to Community Living Owen Sound up to $1,400,000 annually, in accordance with provincial Early Learning and Child Care funding guidelines. Report
- Council received a report on Grey County Official Plan Amendment 32 for Wilton Sanitation to permit expansion of an on-farm septage holding tank facility on lands in the Municipality of Grey Highlands, with a public planning hearing scheduled for August 24, 2026. Report

Ontario

Ontario Provincial Conservation Agency

l'Agence ontarienne de protection de la nature

July 30, 2026

Dear Conservation Authority CAOs, General Managers, Board Chairs, Mayors and Heads of Council:

I am writing to announce the members of the transition committees that will support the implementation of regional conservation authority consolidation.

As you may recall, transition committees will provide advice and operational expertise to support transition activities, including the development of transition plans for each new regional conservation authority.

Committee membership includes the current CAO or General Manager and one board member from each existing conservation authority participating in a regional consolidation.

Each committee will be chaired by a dedicated project executive who will oversee transition activities and provide continuity by serving as the first Chief Administrative Officer of the new regional conservation authority for up to two years. Project executives were recently appointed.

Following a brief orientation period, project executives will convene their transition committees and begin transition planning activities in the coming weeks.

Please find below the membership of the transition committees for each of the eight new regional conservation authorities.

Thank you for your continued leadership and partnership as we work together to establish strong, effective regional conservation authorities.

Sincerely,

Hassaan Basit
CEO
Ontario Provincial Conservation Agency

Regional Conservation Authority	Transition Committee Members
Central Lake Ontario Project Executive: Robert Baldwin	Dave Barton, Toronto and Region Conservation John MacKenzie, Toronto and Region Conservation Bob Chapman, Central Lake Ontario Conservation Authority Chris Darling, Central Lake Ontario Conservation Authority
Eastern Lake Ontario Project Executive: Alison McDonald	Brad McNevin, Quinte Conservation Kathryn Brown, Quinte Conservation Rhonda Bateman, Lower Trent Conservation Authority Sherry Hamilton, Lower Trent Conservation Authority Linda Laliberte, Ganaraska Region Conservation Authority Vicki Mink, Ganaraska Region Conservation Authority Mark Majchrowski, Kawartha Conservation Authority Pat Warren, Acting, Kawartha Conservation Authority David Ellingwood, Cataraqui Conservation Authority Paul Proderick, Cataraqui Conservation Authority Janette Loveys Smith, Otonabee Region, Crowe Valley Conservation Authority Conservation Authority, Crowe Valley Conservation Authority Michael Metcalf, Otonabee Region Conservation Authority, Crowe Valley Conservation Authority
Western Lake Ontario Project Executive: Jacqueline Johnson	Lisa Burnside, Hamilton Conservation Authority Brad Clark, Hamilton Conservation Authority Leilani Lee-Yates, Niagara Peninsula Conservation Authority Robert Foster, Niagara Peninsula Conservation Authority Chandra Sharma, Conservation Halton Gerry Smallegange, Conservation Halton Terri LeRoux, Credit Valley Conservation Authority Michael Palleschi, Credit Valley Conservation Authority
Lake Huron	Jonathan Scott, Nottawasaga Valley Conservation Authority

Project Executive: Don Goodyear	Jennifer Vincent, Nottawasaga Valley Conservation Authority Raymond Chartrand, Ausable Bayfield Conservation Authority Nathan Schoelier, Ausable Bayfield Conservation Authority Erik Downing, Saugeen Valley Conservation Authority Tom Hutchinson, Saugeen Valley Conservation Authority Phil Beard, Maitland Valley Conservation Authority Ed McGugan, Maitland Valley Conservation Authority Mark Critch, Lake Simcoe Region Conservation Authority Clare Riepma, Lake Simcoe Region Conservation Authority Tim Lanthier, Grey Sauble Conservation Authority Jennifer Shaw, Grey Sauble Conservation Authority
St. Lawrence River Project Executive: Sommer Casgrain-Robertson	Sally McIntyre, Mississippi Valley Conservation Authority Roy Huet, Mississippi Valley Conservation Authority Glen McDonald, Rideau Valley Conservation Authority Gary Waterfield, Rideau Valley Conservation Authority Lisa Van de Ligit, Raisin Region Conservation Authority Andrew Guindon, Raisin Region Conservation Authority Carl Bickerdike, South Nation River Conservation Authority Isabelle Skalski, South Nation River Conservation Authority
Eastern Lake Erie Project Executive: Samantha Lawson	Judy Maxwell, Long Point Region Conservation Authority Doug Brunton, Long Point Region Conservation Authority Elizabeth VanHooren, Kettle Creek Conservation Authority Sharron McMillan, Kettle Creek Conservation Authority John Challinor II, Grand River Conservation Authority Karen Armstrong, Grand River Conservation Authority

	Dusty Underhill, Catfish Creek Conservation Authority Morgaine Griffin, Catfish Creek Conservation Authority
Western Lake Erie Project Executive: Davin Heinbuck	Tim Byrne, Essex Region Conservation Authority Molly Allaire, Essex Region Conservation Authority Tracy Annett, Upper Thames Conservation Authority Brian Petrie, Upper Thames Conservation Authority Mark Peacock, Lower Thames Conservation Authority Sarah Bod, Lower Thames Conservation Authority Ken Philllips, St Clair Region Conservation Authority Greg Grimes, St Clair Region Conservation Authority
Northeastern Project Executive: Tim Commisso	Mark Signoretti, Nickel District Conservation Authority Carl Jorgensen, Nickel District Conservation Authority Liza Vandermer, North Bay-Mattawa Conservation Authority Lana Mitchelle, North Bay-Mattawa Conservation Authority Corrina Barrett, Sault Ste. Marie Conservation Authority Sandra Hollingsworth, Sault Ste. Marie Conservation Authority David Vallier, Mattagami Region Conservation Authority Andrew Marks, Mattagami Region Conservation Authority

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 14, 2026

Resolution # RC26148	**Meeting Order:10**
Moved by:	**Seconded by:** M Hatfield

WHEREAS recent municipal infrastructure funding programs by the Government of Canada and Province of Ontario have tended to prioritize growth-related or housing-enabling infrastructure projects over infrastructure renewal needs;

AND WHEREAS the Government of Ontario has regulated municipal infrastructure asset management through O. Reg 588/17 (Asset Management Planning for Municipal Infrastructure) under the *Infrastructure for Jobs and Prosperity Act, 2015*;

AND WHEREAS municipal asset management plans and the Financial Accountability Office of Ontario have identified that municipalities have significant state-of-good-repair backlogs and renewal needs for infrastructure;

AND WHEREAS the Government of Ontario doubled the Ontario Community Infrastructure Fund (OCIF) from $200M/year to $400M/year for 2021-2026 but has not publicly committed to maintaining this level of funding beyond 2026;

AND WHEREAS the OCIF has become a vital and indispensable resource for municipalities, assisting them with improving their asset management programs and meeting community-preserving infrastructure renewal needs;

AND WHEREAS increased geopolitical uncertainty is threatening the economic prosperity of Canada, Ontario, and every municipality;

AND WHEREAS municipal infrastructure is a key enabler and preserver of economic prosperity;

Page 2...

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

AND WHEREAS the Municipal Finance Officers' Association of Ontario (MFOA) has heard from its members and their municipalities concerns regarding the potential erosion of existing municipal infrastructure and thus service levels in light of the ongoing focus on housing-enabling infrastructure by grant funding programs;

NOW THEREFORE BE IT RESOLVED that The Corporation of the Municipality of Wawa supports MFOA's letter to the Ministry of Infrastructure requesting that the doubling of the Ontario Community Infrastructure Fund be made permanent in advance of the allocations for the 2027 calendar year, helping municipalities to continue building housing-enabling infrastructure while preserving the economic value provided by existing infrastructure.

RESOLUTION RESULT	RECORDED VOTE		
☒ CARRIED	MAYOR AND COUNCIL	YES	NO
☐ DEFEATED	Mitch Hatfield		
☐ TABLED	Cathy Cannon		
☐ RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐ PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐ WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: ____________________

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
M. Pilon	Maury O'Neill

This document is available in alternate formats.

CORPORATION OF THE MUNICIPALITY OF SOUTH HURON
322 Main Street South P.O. Box 759
Exeter Ontario
N0M 1S6
Phone: 519-235-0310 Fax: 519-235-3304
Toll Free: 1-877-204-0747
www.southhuron.ca

July 31, 2026

Via email: edermott-simpson@pentanguishene.ca

Town of Penetanguishene
10 Robert St W
PO Box 5009
Penetanguishene ON L9M 2G2

Re: Heads and Beds Payment-in-lieu of Taxes Program – Municipal Collaboration Opportunity

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Please be advised that South Huron Council passed the following resolution at their July 13, 2026, Regular Council Meeting:

301-2026
Moved By: Wendy McLeod-Haggitt
Seconded by: Jim Dietrich

That South Huron Council support the June 24, 2026 Correspondence of the Town of Penetanguishene resolution regarding Heads and Beds in-lieu of taxes; and
That staff participate in the joint discussion; and
That this supporting resolution be circulated to all Ontario Municipalities.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Sue Johnson, Administrative Assistant
Municipality of South Huron
sjohnson@southhuron.ca
519-235-0310 x. 225

Encl.

cc:
all municipalities in Ontario

Town of / Ville de Penetanguishene

June 24, 2026

To: Ontario municipalities affected by the Heads and Beds Payment-in-Lieu of Taxes Program

RE: Heads and Beds Payment-in-Lieu of Taxes Program – Municipal Collaboration Opportunity

On behalf of the Town of Penetanguishene, I am writing to share the enclosed Council resolution regarding the Heads and Beds Payment-in-Lieu of Taxes (PILT) program and to invite your municipality to participate in a collective discussion on this matter.

The Heads and Beds PILT program, originally established in 1970 and last updated in 1987, to $75 per head/bed for provincially owned institutional facilities. As you may be aware, this rate has remained unchanged for nearly four decades and has not kept pace with inflation, municipal service responsibilities, or other Provincial PILT programs.

As a result, municipalities hosting these facilities continue to experience growing financial pressures, as the funding received does not reflect the true cost of providing essential municipal services.

The Town of Penetanguishene has made continuous efforts over several years to seek a fair and reasonable resolution to this matter, including multiple delegations with the Ministry of Finance. Despite these efforts, the current system remains, in our view, both outdated and inequitable.

We recognize that Penetanguishene is not alone in facing these challenges. Other municipalities across Ontario may be experiencing similar financial impacts as a result of this outdated program. As part of our ongoing advocacy efforts, we are reaching out to municipalities that receive Heads and Beds PILT funding to gauge interest in participating in a collective discussion. The intent is to determine whether there is a shared municipal interest in pursuing a collaborative advocacy approach with the Provincial Government to seek a complete review of the program and a fair and equitable solution.

If your municipality is interested in taking part in a joint discussion, or if you wish to share your experience on this issue, we welcome the opportunity to connect. Please confirm your municipalities interest by emailing our Executive Assistant, Emily Dermott-Simpson at edermott-simpson@penetanguishene.ca.

Thank you for your time and consideration. We appreciate your leadership and look forward to hearing from you.

Sincerely,

THE CORPORATION OF THE TOWN OF PENETANGUISHENE

Doug Rawson, Mayor
Town of Penetanguishene

Town of / Ville de Penetanguishene

COUNCIL RESOLUTION FORM

Date:	May 5, 2026	**Disposition:**	CARRIED
Moved by: **Seconded by:**	Deputy Mayor D. La Rose Councillor G. Vadeboncoeur	**Item No.:**	10 vi.
Description:	Resolution – Heads and Beds In-Lieu of Taxes		

RESOLUTION:

WHEREAS the Heads and Beds Payment-in-Lieu of Taxes program was established in 1970 at a fixed rate of $25 per full-time university student, increased to $50 in 1973 when hospitals and provincial correctional facilities were included, and last increased in 1987 to $75 per head/bed; and

WHEREAS the fixed rate has remained unchanged for nearly four decades and has not kept pace with inflation, which would place the rate at approximately $180 today; and

WHEREAS the Heads and Beds Payment-in-Lieu of Taxes has also not kept pace with provincially mandated municipal service responsibilities or other Provincial payment-in-lieu programs that are based on property assessment and municipal tax rates; and

WHEREAS the Town of Penetanguishene has formally requested regulatory amendments through multiple delegations with the Ministry of Finance, seeking a fair and reasonable resolution to the current situation, which the Town considers to be unfair and unreasonable; and

WHEREAS the Town is of the opinion that a complete and thorough review of the Heads and Beds Payment-in-Lieu of Taxes program is necessary to ensure municipalities and

Recorded Vote Requested by: …………………………………………………		
	Yea	Nay
S. Marchand		
B. Waters		
G. Vadeboncoeur		
D. La Rose		
B. Desroches		
D. Leroux		
D. Rawson		

MAYOR

Declaration of Pecuniary Interest:

…………………………………………………..
Disclosed his/her/their interest(s), vacated he/her/their seat(s) abstained from discussion and did not vote.

Town of / Ville de Penetanguishene

local taxpayers are treated fairly and equitably in relation to the costs associated with provincially owned facilities;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Penetanguishene direct staff to circulate this resolution to affected municipalities across the Province of Ontario to gauge interest in participating in a collective lobbying initiative regarding the Heads and Beds Payment-in-Lieu of Taxes;

AND BE IT FURTHER RESOLVED that the purpose of this outreach is to determine whether there is shared municipal interest in pursuing collaborative advocacy with the Provincial Government to seek a fair and equitable approach to the Heads and Beds Payment-in-Lieu of Taxes program.

Recorded Vote Requested by:

…………………………………………………

	Yea	Nay
S. Marchand		
B. Waters		
G. Vadeboncoeur		
D. La Rose		
B. Desroches		
D. Leroux		
D. Rawson		

MAYOR

Declaration of Pecuniary Interest:

…………………………………………………..

Disclosed his/her/their interest(s), vacated he/her/their seat(s) abstained from discussion and did not vote.

Hanover
Ontario, Canada

Staff Report To Council

From: April Marshall, Economic Development Manager

Date: August 10, 2026

Report: ED-15-26

Subject **276 10th Street Concept Development**

Recommendation

That Report ED-15-26 276 10th Street Concept Development be received; and

That the proposed adaptive reuse and redevelopment concept for 276 10th Street be supported in principle, subject to the completion of Site Plan Control, building permit review, and all other required municipal and agency approvals; and

That 276 10th Street be recognized as a priority redevelopment site given its strategic location, longstanding vacancy, and potential contribution to downtown revitalization and economic development; and

That future applications related to Community Improvement Plan incentives for the property, including any request to combine a Tax Increment Equivalent Grant (TIEG) with other eligible CIP grant streams, be considered through the Town's established approval processes as the project advances.

Background

The property municipally known as 276 10th Street occupies a prominent location in Hanover's downtown core, situated on 10th Street near the intersection with Veterans Way and adjacent to a large municipal public parking lot. The approximately 14,900 square foot commercial building has remained largely vacant for nearly two decades and represents one of the most significant underutilized properties within the downtown district. Formerly home to well-known retail tenants including BiWay and Fields Department Store, the property has long been viewed as a key redevelopment opportunity.

The existing one-storey commercial building currently contains three units, with the two rear units occupied. One of these rear units is expected to become vacant in the near future, increasing the amount of available space within the building. The site's size, visibility, proximity to public parking, and central downtown location make it a strategically important commercial property.

Through consultation undertaken as part of the Hanover Downtown Plan, residents, businesses, and community stakeholders identified the property as a priority redevelopment opportunity. Feedback consistently highlighted the building's long-term vacancy and prominent location as creating a negative first impression for residents and visitors in the downtown core. At the same time, community engagement demonstrated a strong desire to see the property rehabilitated, occupied, and returned to productive use as a catalyst for downtown revitalization, investment attraction, and economic growth.

Given its size, location, and visibility, the future of 276 10th Street is considered important to the continued revitalization and vibrancy of Hanover's downtown district.

Discussion

Recent discussions with the property owner's representative have identified a significant opportunity to reposition 276 10th Street as a catalyst for downtown revitalization. The proponent has indicated that recent public and private investment activity occurring throughout Hanover, combined with the positive momentum generated through the Downtown Plan, has increased confidence in the long-term viability of a substantial redevelopment project at this location.

The owner is proposing an adaptive reuse of the existing approximately 14,900 square foot building into a multi-tenant commercial destination while retaining and reinvesting in the existing structure. The concept contemplates a mix of retail, medical, professional, wellness, personal-service, and restaurant uses, creating opportunities for new businesses, employment growth, and increased commercial activity within the downtown core. The proposal also includes façade, signage, lighting, and other exterior enhancements, as well as a potential rooftop restaurant and patio component, subject to future technical review and approvals.

The proponent has advised that the current investment is estimated at approximately $8.5 million, subject to detailed design, technical analysis, and final costing. The redevelopment is intended to be completed in phases, beginning with the adaptive reuse of the existing ground floor commercial space and the creation of multiple tenant units.

Town staff have confirmed that the proposed retail, medical, professional, and restaurant uses are generally permitted within the existing C1 Commercial Zone and that a zoning by-law amendment is not anticipated at this time. The redevelopment will be subject to Site Plan Control approval, detailed design review, building permit approval, and any other applicable municipal and agency approvals.

From an economic development perspective, the proposal aligns strongly with the objectives of both the Community Improvement Plan and the Hanover Downtown Plan. The project would facilitate the adaptive reuse of a long-vacant downtown property, support new business attraction and job creation, enhance the built environment, increase commercial activity, and contribute to future assessment growth and municipal tax revenue. The property's size, visibility, strategic location, and longstanding vacancy make it one of Hanover's most significant redevelopment opportunities.

The property owner has requested that Hanover Council provide support in principle for the redevelopment concept as they proceed with the Site Plan Control process, technical studies, and detailed design work. Such support would not constitute approval of a final development proposal but would recognize council's interest in seeing the property redeveloped and signal support for continued advancement of the project.

The proponent has further advised of their intention to pursue available Community Improvement Plan (CIP) incentives as the redevelopment progresses. Specifically, the applicant has indicated that support for combining the Tax Increment Equivalent Grant (TIEG) with other eligible CIP grant streams will be an important component of the project's financial viability. As future applications are brought forward, council will be required to consider whether the TIEG may be combined with other CIP incentives in accordance with the Community Improvement Plan framework and council policy direction. The applicant has identified this potential incentive support as a critical factor in advancing redevelopment and attracting significant private investment to the property.

Given the strategic importance of the site, its longstanding vacancy, and the potential for approximately $8.5 million in private investment, the proposed redevelopment represents a significant opportunity to advance the revitalization of Downtown Hanover. The concept has the potential to reactivate a prominent underutilized property, create opportunities for new businesses and employment, improve the downtown streetscape, and increase commercial activity within the core. As the project advances through the required planning, design, and approval processes, future applications for CIP incentives, including any request to combine a TIEG with other eligible CIP grant programs, would be considered through the Town's established approval processes.

Financial Implications

There are no direct financial implications associated with the recommendations contained in this report.

As the proposed redevelopment advances, future applications may be submitted under the Town's CIP, including requests for grant funding and a TIEG. Given the scale of the proposed private investment and the strategic importance of the property, future budget planning may wish to consider the potential financial impact of supporting redevelopment incentives associated with this project. Any future incentive requests would be subject to separate review, applicable program requirements, funding availability, and approval through the Town's established processes

Link to Strategic Plan

This report supports the indicated Strategic Goals and Action Plans of the Town of Hanover.

☐ **Goal 1**: **Safe and Reliable Infrastructure**

Build, maintain and continuously improve our municipally owned properties, buildings, and equipment.

☐ **Goal 2: Healthy and Welcoming Community**

Care for our natural environment and provide an enviable quality of life for everyone who calls Hanover “home”.

☒ **Goal 3: Strong and Vibrant Economy**

Refresh downtown Hanover and retain and attract local economic investment and jobs.

☐ **Goal 4**: **Balanced Growth**

Work together to create a community we can all be proud of.

☐ **Goal 5**: **Open and Responsible Government**

Deliver services in a friendly, efficient and effective manner while providing an exceptional working environment for our employees.

Respectfully submitted,	Concurrence,
April Marshall Economic Development Manager	Sherri Walden CAO

Hanover
Ontario, Canada

Staff Report To council

From: Vicki McDonald, Manager of Legislative Services/Clerk
Melissa Hilgendorff, Human Resources Manager

Date: August 10, 2026

Report: CL-09-26

Subject **Council Compensation Review**

Recommendation

That council receive Report CL-09-26 Council Compensation Review; and

That council provide direction with respect to any compensation related adjustments outlined in this report, which shall take effect at the commencement of the 2026-2030 council term; and

That council confirm continuation of the following council remuneration practices:

- Application of annual adjustments to base remuneration equivalent to the cost-of-living adjustment provided to non-union staff;
- Payment of annual base remuneration between December and November on a quarterly basis;
- Completion of a market review every 4 years in the final term of council utilizing the most recent list of approved market comparators.

Background

In 2017, council appointed an independent council Remuneration Review Committee to undertake a comprehensive review of council compensation and provide recommendations for implementation beginning with the 2018-2022 term of council. The Committee reviewed compensation levels, benefits, mileage, conference attendance, per diem rates, and periodic review practices. A key recommendation of the Committee was that council compensation be reviewed periodically to ensure it remains fair, competitive, transparent, and aligned with comparable municipalities. Specifically, the Committee recommended that administration monitor council compensation trends and undertake reviews during the final year of each council term

The Committee further recommended that future reviews be based on comparisons with municipalities of similar size, governance structure, and service delivery responsibilities. The original review included a survey of comparator municipalities and considered factors such as council composition, population, municipal budgets, compensation practices, benefits, and related remuneration policies.

As part of the Town's commitment to maintaining equitable and transparent compensation practices, staff initiated a 2026 council compensation review. The review is intended to assess current council remuneration in relation to the marketplace and provide council with information to support future decision-making.

Discussion

1. Review Process

To ensure consistency and to provide a reliable basis for comparison, administration elected to utilize the same comparator municipalities approved by council for the 2025 Non-Union Salary and Benefits Market Survey.

The following municipalities have been identified as comparators for the 2026 council compensation review:

Municipality of Arran-Elderslie	Municipality of Bluewater
Municipality of Brockton	Township of Georgian Bluffs
Town of Goderich	Municipality of Grey Highlands
Township of Huron-Kinloss	Municipality of Kincardine
Municipality of Meaford	Town of Minto
Township of North Huron	City of Owen Sound
Town of Perth	Town of Saugeen Shores
Town of Smiths Falls	Municipality of South Bruce
Municipality of South Huron	Township of Southgate
Town of St. Marys	Town of The Blue Mountains
Municipality of West Grey	Municipality of West Perth

The 2026 review examines key components of council compensation including:

- Annual remuneration for Mayor, Deputy Mayor, and Councillors;
- Compensation adjustment practices and annual indexing provisions;
- Per diem rates and attendance compensation, where applicable;
- Mileage reimbursement practices;
- Conference, training, and professional development allowances;
- Technology and communication allowances; and
- Other direct compensation or reimbursement programs.

Participating municipalities were requested to provide current compensation schedules, applicable policies, expense reimbursement information, and any related council remuneration practices. Staff also relied on publicly available information, including municipal policies, by-laws, budget documents, and council reports.

Upon collection and validation of the survey data, administration conducted a comparative analysis of the compensation practices of participating municipalities. Consistent with the methodology utilized in the Town's compensation reviews, staff utilized median values as a primary statistical measure when assessing remuneration levels. The use of median values assists in reducing the impact of unusually high or low compensation levels and provides a more representative measure of the market. Values based on the 60th percentile of market have also been provided for information, and based on the provisions of HR-018 Salary Pay Grid Policy, which guides non-union compensation.

The results of the survey have been incorporated into this report and include:

- Comparative compensation data;
- Analysis of Hanover's current remuneration relative to comparator municipalities;
- Trends in council compensation since the last review;
- Review of related compensation practices; and
- Options and recommendations for council's consideration.

A total of 16 of the 22 municipalities contacted provided response, which has provided the foundation for reliable survey results that are reflective of the current council compensation landscape.

2. Survey Results

a) Base Remuneration

Base remuneration provides compensation for standard council business, including regular meetings of council, special meetings of council, and committee meetings. Hanover pays annual base remuneration on a quarterly basis between December and November, generally on the last pay period in February, May, August and November of each year.

Base Remuneration 2026			
	Mayor	Deputy Mayor	Councillor
Hanover	$39,081.35	$24,713.20	$19,540.67
Median	$36,700.00	$24,878.15	$20,760.36
60th Percentile	$37,660.94	$25,199.26	$23,814.02

Compared to market, the Town’s base remuneration for the Mayor is competitive. Base remuneration for the Deputy Mayor is in line with the market median and Councillor remuneration is slightly below market median. A few comparators compensate the Deputy Mayor at the same level as Councillors or only slightly above, though it is most common for there to be a more significant spread between Councillor and Deputy Mayor remuneration given the added responsibility and time investment required of the position.

The Town’s existing practice of increasing council remuneration on an annual basis in line with the cost-of-living adjustment provided to non-union staff aligns with that of almost all comparators. Comparators typically do not aim to compensate at a specific market percentile.

b) Per Diems

Per diems are provided in addition to base remuneration to compensate for attendance at events including conferences, workshops and out-of-area meeting attendance in accordance with FIN-011 Council Per Diem Policy. Either half day or full day per diems are provided based on the length of the applicable event attended.

Per Diems 2026		
	Full Day	**Half Day**
Hanover	$150.00	$80.00
Median	$187.50	$100.91
60^{th} Percentile	$198.80	$103.09

Both the Town's full day and half day per diem rates are presently below the market median. These rates were initially implemented in 2018 as part of the 2017 council remuneration review project and have not been updated since that time.

c) Meal Allowances
The Town presently reimburses meal expenses for council and staff at the levels below, following the submission of receipts and related expense reports.

- Breakfast $20
- Lunch $30
- Dinner $50

Reimbursement is not provided for alcoholic beverages, and a combined maximum of $100 per day applies. This practice and reimbursement level is consistent with that of comparators.

d) Mileage Reimbursement
The Town's current practice for reimbursing mileage at the rate prescribed by the Canada Revenue Agency (CRA) is consistent with that of comparators. Mileage reimbursement applies to out-of-town business only across almost all comparators, which aligns with the provisions of the Town's FIN-010 Conferences/Conventions Policy.

e) Benefits
The Town does not presently provide pension or group benefit coverage to members of council. While a few comparators do provide pension access and/or some level of group benefit coverage, it is not common. Hanover councillors do have access to the same Employee Assistance Program (EAP), wellness, and perk programs as municipal staff.

f) Technology
It is common practice for municipalities to provide all members of council with a tablet or laptop for use during the term of council, as is Hanover's practice. The provision of a cell phone and technology-related allowances or stipends are not a standard practice across comparators.

This review supports the Town's commitment to open and responsible governance through transparent review of compensation practices and evidence-based decision making. The review helps ensure that council remuneration remains appropriate, competitive, and aligned with municipal best practices.

Financial Implications

There are no direct financial implications associated with receiving this report.
Any financial implications arising from the results of the 2026 council compensation review and any associated council recommendations will be considered within the 2027 budget.

Link to Strategic Plan

This report supports the indicated Strategic Goals and Action Plans of the Town of Hanover.

☐ **Goal 1**: **Safe and Reliable Infrastructure**
Build, maintain and continuously improve our municipally owned properties, buildings, and equipment.

☐ **Goal 2: Healthy and Welcoming Community**
Care for our natural environment and provide an enviable quality of life for everyone who calls Hanover “home”.

☐ **Goal 3: Strong and Vibrant Economy**
Refresh downtown Hanover and retain and attract local economic investment and jobs.

☐ **Goal 4**: **Balanced Growth**
Work together to create a community we can all be proud of.

☒ **Goal 5**: **Open and Responsible Government**
Deliver services in a friendly, efficient and effective manner while providing an exceptional working environment for our employees.

Respectfully submitted,

Vicki McDonald
Manager of Legislative Services/Clerk

Melissa Hilgendorff
Human Resources Manager

Concurrence,

Sherri Walden
CAO

Hanover
Ontario, Canada

Staff Report To Council

From: Laura Christen, Director of Parks, Recreation & Culture

Date: August 10, 2026

Report: PRC-09-26

Subject **Heritage Square Holiday Tree**

Recommendation

That Report PRC-09-26 Heritage Square Holiday Tree be received; and

That council provide direction regarding the preferred option for replacing the holiday tree feature in Heritage Square.

Background

Heritage Square is a prominent downtown park and a key community asset. Located on a 1.5 acre property that was once home to the Knechtel Furniture Factory, the site reflects an important part of the Town's history. The Town purchased the land in the fall of 2000, and Heritage Square was officially opened in 2003 as a renewed outdoor space that honours the past while providing a central place for community pride, gathering and celebration.

Since opening, Heritage Square has become a four-season gathering place in the heart of our downtown. It is used regularly by residents and visitors and is the setting for a variety of community activities, including the Eat Well Farmers' Market, Market in the Square, Music in the Square and other seasonal events.

Within Heritage Square, the holiday tree (Spruce tree-pictured below) has become a recognizable and valued feature. Planted when the park was established, the tree has grown over the years and now serves as a focal point of the property. As the Town's holiday tree, it has provided a significant feature during the holiday season, with seasonal lights installed annually. Its size and location have made it an important part in the holiday Lighting of the Square event. Each year, the lighting of the tree marks the beginning of the holiday season downtown.

Discussion

Unfortunately, the holiday tree is no longer thriving. Originally staff were hopeful that it simply didn't fare well over the harsh winter, but it has now been determined that that the tree will not recover. There are varying opinions regarding the cause of decline, including the possibility of a lightning strike, fungal infection or root restriction. Regardless of the cause, the tree is in poor condition and requires removal.

Because the tree functions as both a landscape feature and a signature seasonal asset for Heritage Square, its decline comes with an impact as replacement is recommended. Staff have reviewed several replacement options for council's consideration:

Option 1: Replace with a New Spruce Tree

This option would involve replacing it with a new evergreen tree. The replacement tree would be selected from a local tree nursery and transported to Heritage Square using a specialized spade truck. While a living replacement would preserve the natural character and long-term landscape intent of Heritage Square, the largest tree that can be practically sourced, transported, and transplanted would still be significantly smaller than the existing mature tree. It is also recommended by a forestry expert that planting a smaller tree and allowing it to grow into the space provides the best chance for long term successful growth. As a result, it will take many years for the replacement tree to achieve the size, presence, and visual impact of the current tree. Staff have priced an 18-foot tree with an **estimated cost of $2,800.00**

Option 2: Purchase a Commercial Artificial Holiday Tree

This option would involve purchasing a commercial-grade artificial holiday tree designed to replicate the appearance of a natural evergreen with realistic branches and foliage. These trees are available pre-lit or can be customized with a variety of lighting and ornament themes. A range of models are available; however, staff recommend the Sequoia Tree Collection from Dekra-Lite. This modular system allows additional sections to be added over time, enabling the tree to increase in height as funding permits, to a maximum height of approximately 40 feet. Staff have obtained pricing for an initial 20-foot tree at an **estimated cost of $29,000.**

Option 3: Purchase an Illuminated Aluminium Tree Structure

This option would involve purchasing a commercial aluminium tree-shaped structure illuminated with thousands of lights. Unlike a traditional artificial tree, this option does not include artificial greenery or branches, instead creating a more modern holiday display through an illuminated tree silhouette. These structures are durable, weather resistant, and available in a variety of sizes and lighting configurations. Staff have priced a 20-foot tree with an **estimated cost of $16,100.00**

Note – This space intentionally left blank. Report continues on next page.

Staff also investigated the option to **display a cut tree** each year. This would involve sourcing, transporting, and installing a large cut tree annually. Staff do not recommend this option because it is not sustainable and would require significant transportation and crane costs each year, as well as engineering review and installation measures to ensure the tree remains stable and safe during winter weather conditions. In addition to the ongoing annual costs, this option would also require additional staff time each year to source, coordinate, install, and remove the tree. Following the evaluation process and direction to not recommend this option for consideration, a cost estimate was not obtained.

Financial Implications

Regardless of the selected option, the existing tree must first be removed and temporary electrical connections disconnected and removed at an estimated cost of $4,000.00, which is in addition to the cost of the replacement options provided above.

The replacement of the Heritage Square Holiday tree is an unplanned expense and was not included in the 2026 budget. Pending council's direction, option 1 would be an unplanned operation budget expense, while options 2 and 3 would require allocation of funds from reserves to offset the cost.

Link to Strategic Plan

This report supports the indicated Strategic Goals and Action Plans of the Town of Hanover.

☐ **Goal 1**: **Safe and Reliable Infrastructure**

Build, maintain and continuously improve our municipally owned properties, buildings, and equipment.

☒ **Goal 2: Healthy and Welcoming Community**

Care for our natural environment and provide an enviable quality of life for everyone who calls Hanover "home".

☒ **Goal 3: Strong and Vibrant Economy**

Refresh downtown Hanover and retain and attract local economic investment and jobs.

☐ **Goal 4**: **Balanced Growth**

Work together to create a community we can all be proud of.

Maintaining a prominent holiday feature in Heritage Square supports community gathering, downtown vibrancy and civic pride while continuing a long-standing seasonal tradition.

☐ **Goal 5**: **Open and Responsible Government**

Deliver services in a friendly, efficient and effective manner while providing an exceptional working environment for our employees.

Respectfully submitted,	Concurrence,
Laura Christen Director of Parks, Recreation & Culture	Sherri Walden CAO

Hanover
Ontario, Canada

Staff Report To Council

From: Laura Christen, Director of Parks, Recreation & Culture

Date: August 10, 2026

Report: PRC-10-26

Subject **Civic Centre Boiler Replacement Project Update and Direction**

Recommendation

That Report PRC-10-26 Civic Centre Boiler Replacement Project Update and Direction be received; and

That council approve the project budget up to a total cost of $130,000.00 plus HST; and

That council authorize staff to award the tender and execute the necessary contracts following the tendering process, provided the tender amount is within the approved budget detailed in this report.

Background

At the July 13, 2026 meeting council received Report PRC-07-26 Civic Centre Boiler Replacement Project. This project was unexpected and not included in the approved 2026 budget. The boiler provides heat to the Municipal Office, Council Chamber, and Library within the Civic Centre. Due to the importance of maintaining heat to these public and administrative spaces, replacement of the boiler is a priority project that cannot be deferred.

Council approved the following resolution:

That Report PRC-07-26 Civic Centre Boiler Replacement Project be received; and

That council direct staff to issue a Request for Tender for the replacement of the Civic Centre boiler, with a subsequent report to be brought forward for council consideration once tender submissions have been received.

Discussion

The tender for the Civic Centre boiler replacement was issued on July 28, 2026 through Biddingo and the Town website. A mandatory site meeting has been included as part of the procurement process, and the tender closing date is August 21, 2026.

Based on the tender closing date, it is anticipated that council will be in a ‘lame duck’ period when the tender results are ready for award. Under Ontario municipal election provisions, certain expenditures or liabilities over $50,000 may be restricted during a lame duck period unless budget approval has been provided in advance or authority has otherwise been delegated. Staff are therefore seeking pre-approval of the project budget and authorization to award the tender, provided the tender amount is within the approved budget.

Obtaining this direction now will allow staff to proceed promptly following the tender closing, minimizing approval delays and supporting the earliest possible award and completion of the replacement.

Financial Implications

The Civic Centre boiler replacement is an unexpected and non-budgeted project and was not included in the approved 2026 budget. Staff are requesting approval of a project budget of up to $130,000.00 plus HST. Funding for the replacement is anticipated to be allocated from reserves.

Link to Strategic Plan

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Respectfully submitted,	Concurrence,
Laura Christen Director of Parks, Recreation & Culture	Sherri Walden CAO

Hanover
Ontario, Canada

Staff Report To Council

From: Jamie McCarthy, Manager of Public Works & Projects

Date: July 13, 2026

Report: PW-14-26

Subject **Development and Engineering Guidelines**

Recommendation

That Report PW-14-26 Development and Engineering Guidelines be received; and

That council approve the Development and Engineering Guidelines.

Background

Currently the Town of Hanover (Town) does not have a document that outlines development and engineering standards for new residential and commercial growth. Therefore, the intent of the Development Engineering and Servicing Guidelines (Manual) is to assist developers and consultants in the residential and commercial development industry in preparing and processing engineered drawings, reports, and agreement submissions for various applications in the Town.

This Manual has been prepared by the Development and Infrastructure Department using established engineering best practices and incorporating traditional in-house standards to create the attached Manual. It has been internally reviewed by staff from building, public works, planning and the parks, recreation and culture.

Over the coming decades, the Town is anticipated to experience strong population and employment growth and has recently undergone a significant municipal land expansion to accommodate future residential and non-residential growth. To maintain a well-balanced and healthy community and to ensure long-term sustainability, staff have established the Manual to provide guidance on how development is to be completed within the community.

Discussion

As the Town grows, development must proceed in a planned manner. There has been flexibility built into the document that does allow for some latitude when it comes to certain aspects with the requirement that any accommodation must meet engineering standards and provincial regulations with senior staff and council having the final decision in any alterations to the standards.

The Manual is expected to improve clarity for developers at the outset of the application process, helping to reduce approval timelines. By clearly outlining design expectations, they facilitate more streamlined and efficient review processes, thereby expediting development approvals by establishing expectations upfront. The Manual will also assist staff by relying on a set of standards for construction and development.

Staff have also incorporated rural requirements into the Manual, such as driveways, road cross sections and drainage. This will assist in bridging the rural with the urban that will coexist during Town build out.

These technical standards will guide how development is designed and includes requirements for things like roads, servicing, infrastructure, and construction. The Manual will help ensure development is safe, consistent, and aligned with Town expectations.

Staff are proposing that regular updates occur to this living document as it is important to reflect changes in legislation, policy, engineering practices, and local experience.

Financial Implications

No financial implications are anticipated because of these recommendations.

Link to Strategic Plan

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Respectfully submitted,

Jamie McCarthy
Manager of Public Works & Projects

Concurrence,

Sherri Walden
CAO

Andrew Wilken
Director of Development and Infrastructure / CBO

TOWN OF HANOVER

Municipal Development and Engineering Guidelines

Version 1

Hanover
Ontario, Canada

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Appendix “A” – Typical Urban Cross Section

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Appendix "C” – Typical Industrial Cross Section

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Appendix “E” – Stormwater Management Standard for Site Plans or Small Developments

SECTION 1 | INTRODUCTION

The purpose of this manual is to provide guidance to Developers, Consultants and the general public through the Town of Hanover's development approval process.

The design information contained in this manual is intended to provide direction beyond legislative and standard design practices for use in the Town of Hanover (the Town). There will be site specific situations where the design will depart from these practices as it is not possible nor is it the intention of the Town to anticipate every situation.

The appropriate Town Department Head (hereon is referred to as the Director) must approve technological or economical changes that improve or maintain the quality of the design.

These standards are to be read in conjunction with Ontario Provincial Standards (OPS) and Drawings (O.P.S.D.), Grey County standards/manuals and any other applicable regulations. However, in the case of a discrepancy the Town Standards shall prevail. The Town of Hanover maintains its right to accept or refuse any design submissions and requires an acceptable design for any given circumstance.

The design of all Town services is to be based upon the specifications and standards in effect at the time of design. All drawings are to be accepted by the Town before they are used for the construction of services; however, such approval in no way relieves the Developer's consulting engineer from providing an adequate and safe design.

The Town reserves the right to require a review and request possible revisions of previously accepted drawings if five years or more have passed between approval and construction. It is understood that these standards may be referred to as a schedule in a subdivision agreement and that the current revision of the standards are then considered part of the agreement.

These engineering standards form the basis of road reconstruction for Town driven projects.

1.1 DEFINITIONS

In this specification the following definitions shall apply:

"AODA" shall mean Accessibility for Ontarians with Disabilities Act.
"AFC" shall mean Accepted for Construction.
"AWWA" shall mean the American Water Works Association.
"CHBDC" shall mean the Canadian Highway Bridge Design Code.

“CLI-ECA” shall mean Consolidated Linear Infrastructure Environmental Compliance Approval
“Engineer" shall mean professional engineers licensed to practice in Ontario and shall be responsible for the preparation of drawings and specifications to the satisfaction of the Town.
"Contractor(s)" shall mean the firm of Contractors, the company or individual acting as the Contractor and having entered into a contract with the Developer/Owner to install the services.
"Developer(s)/Owner(s)" shall mean the person(s) causing the Works to be undertaken.
"DFO" shall mean the Department of Fisheries and Oceans, Canada.
“SVCA” shall mean the Saugeen Valley Conservation Authority.
“Landscape Architect” shall mean a professional landscape architect who is a full member of the Ontario Association of Landscape Architects with a Seal and Certificate and shall be responsible for the preparation of drawings and specifications to the satisfaction of the Town.
“Major Pumping Station” shall mean a water pumping station greater than 30 L/s and a sanitary pumping station greater than 15 L/s.
"MNRF" shall mean the Ontario Ministry of Natural Resources and Forestry.
"MECP" shall mean the Ontario Ministry of the Environment, Conservation and Parks.
"MTO" shall mean the Ontario Ministry of Transportation.
“NEC” shall mean the Niagara Escarpment Commission.
"NVCA" shall mean the Nottawasaga Valley Conservation Authority.
“OBC” shall mean the Ontario Building Code.
"OPSD" shall mean the Ontario Provincial Standard Drawings.
"OPSS" shall mean the Ontario Provincial Standard Specifications.
“TAC” shall mean the Transportation Association of Canada.
“Town” shall mean The Corporation of The Town of Hanover
"Town Representative" shall mean any person assigned to a project by the Town to carry out work on their behalf.

1.2 PURPOSE

This document is to provide the reader with a description of the process undertaken to get Town approval for Site Plan and Subdivision Developments. Draft Plan and other Planning applications that are processed by the Grey County (County) are described herein. The intention of this document is that these steps, if followed will lead to a quick and simple approval that enables construction.

Applicable Law

Development applications are reviewed and processed in accordance with relevant legislation and regulations, including but are not limited to:

- Municipal Act

- Planning Act
- Building Code Act
- Environmental Protection Act
- Safe Drinking Water Act
- Ontario Water Resources Act
- Conservation Authorities Act
- Accessibility for Ontarians with Disabilities Act
- Aggregate Resources Act
- Town of Hanover By-laws
- Grey County By-laws
- Town of Hanover Official Plan
- Town of Hanover Comprehensive Zoning Bylaw

Applicants must ensure compliance with these pieces of legislation and their enacting regulations as part of the development approval process.

Pre-consultation

Prospective applicants are encouraged to contact Hanover Development Department staff to schedule a preliminary discussion with the Town. This discussion helps clarify key requirements and expectations early in the process. Depending on the scale and complexity of the proposal, a pre-consultation meeting with relevant staff and agencies may be scheduled before submitting a formal application.

Town staff and/or the Planner will coordinate this meeting, and applicants are encouraged to bring their consultants (e.g., planners, engineers) if needed. Pre-consultation helps identify key planning considerations and any required technical studies—such as traffic, noise, or servicing assessments (e.g., hydrogeology/nitrate studies).

Applicants should submit preliminary materials to the Town at least one week before the pre-consultation meeting to allow for staff review and preliminary comments. Helpful materials include:

- Concept plans
- A detailed description of the proposed development
- Specific technical or procedural questions related to the proposal

Depending on the project's complexity, the Town may require its engineer or other consultants to attend, at the applicant’s expense.

Key Discussion Points

At the pre-consultation meeting, the following topics will typically be reviewed:

Official Plan & Zoning By-law Compliance – If amendments or relief from policies are required, additional applications may be necessary.

Application Requirements – This includes fees, supporting documents (e.g., contour plan, servicing plans, stormwater management, etc..) and any required agreements.

Timelines & Scheduling – Key milestones, including next steps for the Developer and their team as well as for staff will be outlined.

Application Processing & Public Review

Once an application is submitted with all required materials, it will be reviewed by Town staff, and where applicable, relevant agencies (Saugeen Valley Conservation Authority, County staff, etc.) If applicable, technical studies may be subject to peer review at the applicant's cost.

The application may also be circulated to other municipal departments, community organizations, and public agencies for preliminary feedback. When the submission is deemed complete, a Public Meeting will be scheduled, and notices will be sent to neighbouring property owners, in accordance with the Ontario Planning Act.

The public will have an opportunity to provide input on the proposed development. Staff will work with the applicant to identify and where appropriate, address any concerns raised by agencies or the public. A comprehensive report—including draft plan conditions based on agency and public input will be prepared by staff and presented to Town of Hanover Council for review and for recommendation. The Town recommendation will then be passed on to the County for their review and final decision.

Final Approval & Development Agreements

Following draft plan approval, several conditions must be met before final approval can be granted. For subdivisions, site plans, and condominiums, applicants may be required to enter into a development agreement with the Town.

This agreement addresses infrastructure requirements, such as road construction, servicing, and will require the submission of engineered drawings that meet Town standards. Plans of Subdivision require Subdivision Agreements as well as Development Agreements. Development Agreements are released; Subdivision Agreements are registered on title for perpetuity.

For further details or to begin the development application process, please contact the Hanover Development Department staff to schedule an initial consultation with the Town.

1.3 PLANNING APPLICATION PROCESS

1.30.1 Planning Application Process

1.30.2 Draft Plan Approval Application

Pre-consultation shall include discussion with:

- County Planning staff,
- Saugeen Valley Conservation Authority (SVCA) if applicable, and
- Required Town staff.

1.30.3 Site Plan Application

Pre-consultation for Site Plan Approval includes discussions with:

- Town staff, as identified by Hanover Development staff,
- Town staff and if needed County staff, and
- SVCA staff, if the property is within a regulated area or requires variances.

1.30.4 Subdivision Agreement/Pre-servicing Agreement/Site Plan Agreement

If a significant amount of time has passed since the original Draft Plan Approval, or if a new phase of the development requires special consideration, the Town may request an additional pre- consultation meeting before plans and reports are submitted.

Developers may also request this meeting at their discretion.

Re-consultation meetings typically include discussions with:

- County Planning staff,
- Town/County Public Works and Development staff, and
- SVCA staff, if applicable.

1.30.5 Draft Plan of Subdivision/Condominium Approval

A Draft Plan of Subdivision is generally required for developments that:

- Create five (5) or more lots.
- Establish new Town roads with lots.

The County is the approval authority for Draft Plans of Subdivision. The Town provides input on Town matters such as servicing, infrastructure and parkland dedication.

Throughout the process, the Hanover Development Department generally serves as the primary point of contact for developers.

1.30.6 Application Fees

Fees for planning applications are established in the Town's Fees and Charges By-law. Staff will calculate the required fees and communicate the amount to the applicant. All fees must be paid before the application review process begins.

For a detailed fee schedule and payment instructions, visit the link:

https://www.hanover.ca/building-planning/planning-development

1.4 ENGIINEERING PROCESS

Following acceptance and approval of the draft plan, the developer shall proceed to the engineering phase of the development process which will include a number of submissions including preliminary and follow-up submissions as required. Prior to the commencement of the Engineering Design, the Developer's Engineer shall obtain copies of the Town's Development and Servicing Guidelines to familiarize themselves with the requirements of the development design in the Town.

The initial submission of engineering drawings shall be delivered to the Town and should include copies of the preliminary drawings and servicing (functional design) report(s).

The initial submission of engineering drawings shall also contain a declaration from the Developer's Engineer showing that they have been retained to design and supervise the construction of the development according to the terms of the Development Agreement. The purpose of the initial submission is to review the general design concept prior to the Developer proceeding to detailed engineering.

In some cases, this information may have been provided in conjunction with the Draft Plan process. The preliminary drawing and report should consider items such as existing conditions, road alignments, cross section details, parkland dedication, watermains, trunk storm and sanitary sewers, storm water management and drainage, lot grading, etc. This document becomes particularly important when servicing is to be phased in conjunction with the development plan.

When a development is being phased the servicing report is to include details of how the phasing will occur and how infrastructure may be impacted by such phasing.

A Functional Servicing Report (FSR) must be submitted to the Town for review and acceptance. This report must be presented in a clear, comprehensive, and professional manner. The Developer shall retain a qualified professional engineer to prepare the FSR, which shall, at a minimum, address the proposed and current servicing of the development, with regard to water supply and distribution, sanitary sewage collection, storm drainage and stormwater management (SWM), and roads, including a review of the existing infrastructure to confirm whether they are sufficiently sized to accommodate the proposed development. Reference to the Ministry of the Environment, Conservation and Parks' (MECP) Design guidelines and the Ontario Building Code (OBC).

It shall include the provision of utilities such as telecommunications, natural gas, and hydro distribution, etc. This report shall identify any improvements to existing infrastructure which may be required to service the proposed development.

The report shall include calculations for water demand, fire flow (per Fire Underwriters Survey (FUS) method) and sewage generation rates, along with the sizing of watermains, sewers, SWM facilities, pumping / booster stations, forcemains, etc., as applicable.

A calculation shall be provided that equates the water demand in the distribution system will be designed in accordance with MOECP guidelines which state the system should be designed to satisfy the greater of the following demands:

- Maximum day demand plus fire flow; or,
- Peak hour demand

In addition, to the above noted report, the Developer may be required to submit:

- Hydrogeological, hydrology;
- Traffic;
- Acoustical;
- Geotechnical;
- Archaeological;
- Phase 1 – Environmental Site Assessment;
- Tree Inventory and Preservation Plan; and
- Environmental, biological or other studies.

Appropriate engineering or other consultants shall be retained to complete these reports as part of the applications and submissions required. The Developer's Planner and/or Engineer shall consider future adjacent land uses, and all design and layout of services shall incorporate considerations with respect to future servicing, grading and drainage issues on the adjacent lands. Upon completion of designs and submissions, sufficient copies of preliminary design briefs, agency approval submissions and all final drawings and reports shall be submitted for review by the Town and their Engineer.

In the event that the proposed development requires a new water treatment and/or wastewater treatment system(s) to proceed, the Developer and the Developer's Engineer shall start early discussions with the Town and the Town's Engineer, before the preliminary drawings and servicing (functional design) reports are submitted to determine design criteria and requirements.

Submissions are to be made until the Engineering Drawings, design and reports, are acceptable to the Town

Additional details related to drawing requirements and approvals are provided in later sections of this document.

1.5 DEVELOPMENT APPROVALS

Depending on the nature and location of the development proposal within the Town, the Developer may be required to obtain additional approvals from a number of agencies including, but not limited to the following:

- The Town of Hanover;
- The Ministry of the Environment, Conservation and Parks (MECP);
- The Ministry of Natural Resources and Forestry (MNRF);
- Fisheries and Oceans Canada (DFO);
- Grey County;
- Grey Bruce Public Health; and
- Saugeen Valley Conservation Authority (SVCA).

It is the responsibility of the Developer to provide the Town with written documentation detailing its application to the various authorities and copies of approval documents from these regulatory agencies.

1.6 AGREEMENTS

As noted above, the Developer shall be required to enter into a Subdivision or Development Agreement with the Town. A standard form of that agreement is available from the Town for a Developer's review. Certain fees, deposits, and charges will apply and are outlined within that document.

Example agreements can be found on Hanover's website - Planning and Development:

https://www.hanover.ca/building-planning/planning-development

Information regarding the preparation of the Development Agreement is provided in Section 2.10 of this document.

1.7 DEVELOPER'S ENGINEER

The Developer shall employ Engineers registered with Professional Engineers' Ontario (PEO) to design all of the services, prepare plans and specifications, and provide construction review and inspection of all works.

The services shall include the following:

- Preparation of functional reports as may be required through the draft plan approval process.

- Preparation of designs.
- Preparation of drawings for approval purposes and construction.
- Preparation of necessary contracts and specification documents.
- Preparation of necessary approval documents in conjunction with the regulatory agencies.
- Provision of contract administration, and full-time construction review of all Town facilities.
- Maintenance of records of construction and upon completion, the provision of As-Recorded/As-built drawings in suitable digital format to the Town.
- Provision of certification to the Town the works have been constructed in general conformance with the approved plans and specifications.
- To act as a representative of the Developer in all matters pertaining to the construction.
- To provide coordination of the scheduling to comply with timing provisions for inspections and testing of the works.
- To provide certification of the installation of services was in conformance to said plans and specifications, such certification should be in a form acceptable to the Town’s solicitor and the Town’s Engineer.

The Developer’s Engineer shall provide evidence of professional liability insurance from their insurer in the amount of not less than five million dollars per occurrence prior to the review of any reports or briefs by the Town. Insurance requirements shall be as detailed in the Town’s Standard Development Agreement.

1.8 UTILITIES

The Developer shall coordinate the design and installation of all utilities including electrical, telecommunications (telephone, internet, TV) and gas. These utilities shall be installed within the road allowance in accordance with the typical cross section attached as Appendix “A” and “B” to this document.

The Developer shall provide documentation to the Town that he has contacted all telecommunications providers and advised them they will have access to servicing in the Development.

The Developer will be asked at times in the development process to provide confirmation from the utility companies that the appropriate arrangements have been made for installation and upon completion of said installation of the utilities, provide to the Town a notice of completion by said companies.

1.9 DESIGN STANDARDS

The standards that follow should be adhered to wherever possible. It is acknowledged that on occasion unique and special circumstances occur and minor deviations may be required from the standard. These deviations shall only be made through consultation with Development and Public Works.

Further, the Town reserves the right to require compliance to a higher standard on occasions where warranted (dependent upon the specific details of any development). Further, the Town may require higher standards in areas of higher density developments, arterial or collector roads, or heavy industrial traffic.

These guidelines should be read in conjunction with the standard engineering practice as established by the MECP and Ministry of Transportation (MTO)together with regulations, the current drinking water license, current municipal sewage collection Environmental Compliance Approvals (ECA) current municipal stormwater management system ECA, design manuals and guidelines of the Municipal Engineers' Association.

Unless superseded by the Town's Development and Servicing Guidelines specific standard drawings and specifications from the Ontario Provincial Standards Specifications and Ontario Provincial Standard Drawings shall be used as reference for individual details (OPSS, OPSD).

1.10 BARRIER FREE REQUIREMENTS

All design projects throughout the Town must adhere to the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and shall incorporate ways to remove barriers for the public.

On Town reconstruction projects where the requirements of AODA are not practical or financially feasible, exceptions may be accepted, upon review by the Town, providing there is sufficient justification that the existing conditions prohibit proper application of AODA standards.

1.11 CAPITAL PROJECTS

The Town may appoint a qualified consulting engineer registered with the PEO, to design, supervise, and certify the construction and installation of the Capital Works, including but not limited to external works to subdivisions, road construction, intersection improvements, and Town underground infrastructure.

Where external works are required related to a Development, depending on the scope and magnitude of the works, the Town may choose to manage the design, tendering, and inspection of works on the public right-of-way (ROW), at the Developer's cost. If the Town chooses not to manage the works themselves, the Developer shall appoint a competent, qualified, professional engineer, acceptable to the Town, to design, administer, and provide full-time inspection for the external works

SECTION 2 | SUBMISSION OF PLANS, REPORTS, AND STUDIES

2.1 SUBMISSION PROCEDURE

All submissions for approval shall be forwarded to the attention of the Development and Infrastructure Department for the Town in sufficient quantities as may be required for distribution. Town staff will distribute said plans to public works, building, Town's Engineer, fire department, etc.

Drawing submissions shall include but not be limited to:

- Plan and profile.
- General Servicing Plan.
- Typical cross section(s).
- Typical lot grading sections.
- Lot grading drawings.
- Typical swale details.
- Geotechnical report information.
- Specific structure and erosion protection and control details.
- Details with respect to stormwater management and associated facilities.
- Any other special facility required for the type of development proposed.
- Details of all installations not covered and noted by standard OPSD drawings.
- Such other environmental reports as may have been prepared as part of the application process.

2.2 PLANS AND DRAWING REQUIREMENTS

Drawings must be prepared in digital format, which is compatible with the current version of AutoCAD, for all new development within the Town. The digital files and drawings, including those digital plans showing details of special structures, details, etc., shall be prepared by the Developer's Engineer and provided to the Town as a permanent record prior to the Final Acceptance of services required to be provided by the Developer.

All digital files are to be geographically referenced in a format suitable for insertion into a geographic information system.

The following standards shall be adhered to in preparation of these drawings:

- Existing services shall be shown as dotted or dashed lines while proposed services shall be shown as solid lines.
- All elevations shown on the drawings are to be of geodetic origin.
- Drawings shall be of a consistent size – A2 (594 mm x 841 mm).
- Scales shall be as follows for drawings:
  - General Servicing Plan, Scale Ratio – 1:500
  - Plan-Profile Drawings, Horizontal – 1:250
  - Plan-Profile Drawings, Vertical – 1:50

Ratios shall be shown on all drawings.

- A standard title block placed in the lower right corner of all drawings shall be used in which revisions are clearly dated and displayed, and in which the Town is named. A title sheet containing a drawing index shall be provided for each drawing set. A key plan at a suitable scale shall be displayed on all plan and profile drawings as well as the General Servicing Plan. The area covered by each specific drawing shall be identified in the key plan.
- All engineering drawings shall be stamped and dated by the Developer's Engineer prior to issuance for tender.
- Upon completion of the works, As-Recorded drawings, as outlined elsewhere in these specifications, shall be submitted prior to acceptance of the services. These drawings shall be comprised of the original drawings that were issued for construction, amended to incorporate any changes implemented during construction.

2.3 PLANS-PROFILE DRAWINGS

Plan-Profile drawings are required for all roads, blocks and easements where services are proposed, for all outfalls, and for all boundary roadways abutting the development. The following standards shall be adhered to in the preparation of Plan-Profile drawings:

- All profiles must be drawn with reference to the geodetic datum (NAD83) noted on each drawing. All drawings must contain a complete legend.

- Drawings are to be prepared so that each street can be filed separately. The street numbers/names must be identified on the plan portion of the drawings.
- In general, east-west streets shall have zero chainage at their westerly limits and north- south streets shall have zero chainage at their southerly limits. Chainages shall increase from left to right. On the plan portion of each drawing the centerline of construction shall be noted with chainage in 20 metre increments. Chainage for the centerline of construction as well as the chainages for vertical curves (i.e. beginning, end, and apex points) shall be noted on the profile portion of each drawing.
- When the plan must be broken because of curvature, etc., the profile shall be broken as well, so that, insofar as possible, chainage points in plan and profile will coincide vertically. When a street must be displayed on more than one drawing due to its length, match lines shall be used with no overlapping of information.
- The beginnings and ends of curves must be shown on the plan and profile with the radius of curvature shown on the plan. Chainages of points of curvature shall be calculated.
- The chainage and names of intersecting streets shall be shown in plan and profile, and the reference drawing numbers for these streets and for any match lines shall be shown on all applicable drawings.
- The drawings shall show clearly the proposed profiles, road widths and cross-sections, ditches, ditch gradients, curb gradients if different from the proposed services, north arrow and limits of the proposed work. The plan shall show any required off-street drainage, and separate profiles shall be prepared for drainage easements. All details for intersecting streets including grades must be shown for a distance of 50 metres from the intersection of the intersecting street. All street lines, for drainage or services, shall be shown and all easements.
- Plan-Profile drawings shall identify road allowances, lot and block frontages, easements, and reserves. The curb, gutter, and sidewalk are to be shown and dimensioned on the plan portion of the drawings.
- Storm and sanitary sewer shall be drawn in both plan and profile. In profile, the diameter of the sewer shall be drawn to scale. On the plan portion, sewers shall be described by size, type, and direction of flow. On the profile portion, the length, grade, pipe material and class, usage (storm or sanitary) and bedding type shall be identified.

- Structures associated with sewers (i.e. maintenance holes, catch basins) shall be numbered and drawn on both the plan and profile portions. On the profile portion, the number, offset, size, invert elevations, and applicable OPSD shall be identified for each structure. Safety platforms or drop connections shall be noted on the profile portion where applicable. Top of grate elevations shall be specified for rear lot catch basins.
- Ditch profiles and grades shall be shown.
- Watermains, hydrants, and valves shall be drawn on the plan portion of the drawing. On the profile portion, the diameter of the watermain shall be drawn to scale.
- Water and sanitary service connections shall be shown in the plan portion of each drawing.
- The original and proposed ground profiles shall be plotted. Proposed vertical curves shall be defined by all relevant data (K value, grade, etc.). Proposed roadway profiles shall be displayed sufficiently beyond the limits of construction to confirm the feasibility of future extensions.
- Details of gutter grades for cul-de-sacs and crescents shall be provided on the plan portion as a separate detail at a scale of 1:100.
- Existing utilities and services shall be shown in plan.
- The following additional information shall be shown in plan:
    - Curb radii at all intersections;
    - Location of luminaire poles and transformers;
    - Location and type for all street name and traffic control signs
    - Any special notes related to construction procedures or requirements.

2.4 GENERAL SERVICING PLAN

A copy of the General Servicing Plan shall be submitted to the Town identifying the proposed locations of telecommunications, electrical servicing, and gas mains, as well as watermains, storm sewers and sanitary sewers. All locations must be established and resolved by the Developer's Engineer in conjunction with the utility companies and following the locations shown on the Town's Typical Cross Section. The drawing should also display lot and street boundaries and dimensions in accordance with the Registered Plan for the area. Geodetic (with reference to the NAD83 vertical datum) and site benchmarks should also be identified. If applicable, flood lines specified by Saugeen Valley Conservation Authority (or SVCA) should be displayed.

2.5 APPROVALS

Ministry of Environment, Conservation and Parks (MECP) and Conservation Authority Approvals

The Consulting Engineer shall obtain a Certificate of Approval from the Ministry of the Environment (MOEP) and if applicable, approval from the Saugeen Valley Conservation Authority prior to commencing construction.

Other Acceptances

The Developer’s Engineer is required to make all submissions and representations necessary to obtain acceptances from all other authorities affected (Ministry of Natural Resources and Forestry, Ministry of Transportation, Conservation Authorities, Source Water Protection Authority, Canada Post Corporation, Fire Marshall, Medical Officer of Health, etc.).

The Town shall be kept informed of the progress of these submissions by way of copies of all correspondence.

Final Approval of Submission

After the Town is satisfied that they have completed their review of the submission drawings and have documentation from the Developer or their Engineer that all other regulatory agencies have been satisfied with their approval submissions, the Developer shall submit to the Town final copies of drawings and specifications in quantities the Town may determine sufficient, which shall include all details required by the Town and the approval agencies.

Any changes after this submission which may be proposed by the Developer or their engineer must be resubmitted to the Town for review and for their approval prior to such changes being made in the installation of services. If one year has passed since the date of the acceptance of the drawings by the Town and the Developer has not yet entered into Development Agreement with the Town, the Town reserves the right to revoke any or all acceptances related to the engineering drawings.

2.6 SERVICES FOR INDIVIDUAL RESIDENTIAL LOTS

Services for individual residential lots or units shall generally be as follows:

- Telecommunications (Telephone, cable TV and internet) and electrical services shall be installed in a common trench.
- Driveways shall be located on the opposite side of the lot from pad mount transformers, streetlights, or perpendicular intersecting roads.
- Gas.

2.7 EASEMENTS

Where buried services, utilities, channels, overland flow routes, etc., are placed outside the road allowance, permanent easements will be required.

The widths of the easements shall be determined through consultation with the Town. In general, the buried infrastructure shall be placed in the centre of the easement.

2.8 DEVELOPMENT AGREEMENT

The draft of the Development Agreement will be prepared by the Town. The Developer's Engineer shall prepare a servicing cost estimate for review and inclusion in the agreement related to securities. The Town must be in a position to clear all conditions of the Draft Plan Acceptance prior to the preparation of the draft Development Agreement Schedules. The following information must be provided by the Developer's Engineer to the Town prior to the preparation of the draft Development Agreement Schedules:

- MECP certificates of acceptance for all the services to be constructed if available.
- The name of the person and/or company with whom the Development Agreement will be executed.
- The name, address and telephone number of the developer's lawyer.
- **One hard copy** and an electronic copy of the Reference Plan
- **One hard copy** of any easements, road widening plan(s)
- **One hard copy** and an electronic copy of the Legal Description based on the Reference Plan, including but not limited to, easements, reserves and daylighting.
- **One hard copy** and an electronic copy of the proposed final plan for future registration complete with all the pertinent information as required by the registry office. The plan shall show all required lots, blocks, and easements.
- **One hard copy** and an electronic copy of the accepted engineering drawings.
- A detailed cost estimate of all services to be constructed. This estimate will form the basis for calculation of security to be posted for this development. It shall include:
  - Detailed cost of services;
  - Cost of underground electrical distribution and street lighting (where not part of a separate agreement with the utility);

  - All miscellaneous expenditures;
  - Allowances for contingencies, engineering, and HST.
- Proposed timetable for construction of services reflecting phasing.
- Proposed landscaping plans where necessary or required.

2.9 REQUIREMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION

Following signing of the agreement, receipt of the insurance certificate, receipt of security deposit (i.e., Letter of Credit), and at least two weeks prior to the commencement of construction, the Developer's Engineer shall submit the following information to the Town for acceptance:

- One set of construction specifications;
- A list containing the Contractor, subcontractors and the Contractor's material suppliers;
- A copy of the signed contract tender complete with prices;
- Proposed disposal sites;
- Insurance documents;
- Project schedules;
- Spills Action plan;
- Any other information as required by the Town staff or as specified in the Development Agreement.

In addition to the above items, the Developer's Engineer must provide confirmation that all recommendations of the Erosion Control plan are implemented. The Developer's Engineer must schedule a pre-construction meeting and provide sufficient notice of this meeting to the Town.

2.10 AS-RECORDED (AS-BUILT) DRAWINGS AND RECORD FIELD SURVEY

The Developer's Engineer shall retain a record of all revisions to the design that were implemented during construction. These "record revisions" shall be based on a final survey of the development. The final survey shall include a check of the following items:

- Location and invert elevations of all sewer maintenance holes.
- Distances between all sewer maintenance holes.
- Location of all roadway catch basins.
- Location, rim and invert elevations for all year yard and lot catch basins.

- Road centreline elevations.
- Site benchmarks.

The original drawings shall be revised to incorporate all changes and variances found during the final survey and to provide ties and additional information to readily locate all underground services.

These new amended drawings shall constitute the As-Recorded drawing set.

The As-Recorded drawings shall display all sewer and road grades recalculated to two decimal places. All street names, lot numbering and block identification shall be checked against the Registered Plan and corrected if necessary. An As-Recorded revision note shall be placed on all drawings in the revision block.

At any time up to two years after Final Acceptance of the development, the Town may return the As-Recorded drawings to the Developer’s Engineer for rechecking and further revision if discrepancies are found. The Developer’s Engineer shall be required to explain in writing any major difference between the design and the As-Recorded data to provide verification that the alteration does not adversely affect the function of the development services.

A paper and electronic copy of the As-Recorded drawings must be submitted to the Town for review before “Final Acceptance” of the development will be given.

The Development Agreement shall be referred to for the definition of “Final Acceptance”.

SECTION 3 | ROADS

3.1 ROADS GENERAL

All local roadways for residential development shall be designed and constructed to the urban standard and the typical cross section shown in Appendix “A” to this document.

All roadway design shall meet the minimum requirements of all applicable current industry standards and specifications set out by the Transportation Association of Canada (TAC), OPS, Ontario Traffic Manual (OTM), CSA, and the ESA regulations and shall apply together with the following Town Standards.

Road allowances shall be a minimum of 20 metres wide. The edge of the roadway paved surface shall have a minimum radius of 9 metres at intersections. Access roads not owned by the Town, leading to the area of the development, shall be constructed and maintained to a standard equal to the standards for roadways within the development. On all streets, horizontal and vertical sight distances and vertical curves shall meet MTO Geometric Design Standard and engineering shall conform to 50km/hour allowed speed limits within the settlement area. Any deviation from this speed will be requested from the Town.

Road allowances on cul-de-sacs are to have a minimum radius of 20 metres. Edge of pavement radius on cul-de-sacs are to be a minimum of 15 metres.

For urban cross sections, the minimum road asphalt width shall be 8.5 metres. The finished roadways shall have a crossfall of 2% from the centerline to each curb line.

Should the development require the construction of arterial or collector roads, the Town will establish design widths for that section of road if required.

All roadways for new industrial development shall be designed and constructed to the urban standard as shown in Appendix “A” to this document. Road allowances for industrial development shall be a minimum of 26 metres wide.

A qualified geotechnical firm shall be engaged by the Developer’s Engineer to confirm the suitability of the minimum pavement designs contained in these standard for use in the Development, or to recommend a higher standard if required. The same geotechnical firm shall be retained by the Developer’s Engineer to carry out field testing during construction to verify the design.

Copies of all test results and proposed road designs shall be submitted with the engineering drawings. Testing and acceptance of all granular materials at the designated pits prior to placement and subsequent in-situ verification tests shall also be performed by the Developer’s geotechnical firm.

Prior to the placement of asphalt pavement, the Developer’s Engineer must submit to the Town for acceptance, the asphalt pavement mix designs.

3.2 CLEARING AND GRUBBING

Trees shall be removed so that the specifications for sight distances, grading, ditching, etc., may be met. All stumps, logs, brush, boulders, debris, etc. shall be removed from the street allowance. Unless noted otherwise, all healthy trees not obstructing visibility or installation of services shall be preserved. The Town may give permission to leave trees on the street allowance (boulevard).

3.3 GRADING

A 1.5-metre boulevard area behind the curbs and/or sidewalk (as applicable) shall be graded at a minimum of 2% and maximum of 5% towards the curbs. Where the proposed road extends through areas of cut and fill, the area from the edge of the road boulevard to the street line shall be graded with a side slope not exceeding a slope of 3 metres horizontal to 1 metre vertical to meet the original ground. All side sloped ditches and boulevards to the street line shall be protected with nursery sod over a minimum depth of 150 mm of topsoil.

In all cases, topsoil shall be stripped for the complete width of the road allowance and stockpiled at locations accepted by the Town. Rough grading shall be done to bring the travelled portion of the road to the necessary grade and in conformity with the cross-section shown on the drawings. All subgrade material shall be compacted to 95 percent Standard Proctor Density prior to any application of granular base course materials.

Rough grading of all lots and easements must be properly shaped to ensure suitable drainage.

3.4 ROAD CONSTRUCTION

All road construction shall conform to applicable standards of the Ontario Provincial Standard Specifications (OPSS) and the Ontario Provincial Standard Drawings (OPSD). The granular road base shall consist of a bottom course of 450 mm minimum depth consolidated Granular “B” full width across the roadway and a top course of 150 mm of Granular “A” full width between concrete curbs. The granular materials shall be spread in layers of 150 mm maximum compacted depths, and each layer shall be thoroughly compacted. During and between construction seasons, the granular base shall be maintained suitable for vehicle and pedestrian traffic, including dust control by calcium chloride and renewed if required to the satisfaction of the Town.

Road subdrains shall be provided as required in accordance with OPSS 405.05 and amended to accept only polyethylene Big “O” Boss 2000 or equivalent. The subdrain shall include filter wrap (non-woven type) in accordance with OPSS 1860. The Town reserves the right to require video inspection of subdrains prior to acceptance.

3.5 ROADWAY SURFACE ASPHALT

As soon as the granular base has been completed, it shall be thoroughly compacted and shaped, and the base course of asphalt. The base course shall consist of 50 mm minimum thickness of HL-4 Base Course Asphalt.

Following at least one year from the date of placement of the base asphalt, the Developer shall arrange an inspection with the Town to discuss any remedial work that may be required prior to placing the surface coat of asphalt. Not sooner than one year following the completion of any remedial works and as dictated by the Development Agreement shall the surface coat of asphalt be placed consisting of 40 mm minimum thickness of HL-3 Surface Course Asphalt.

Asphalt work shall conform in all respects to OPSS 310.

3.6 CURBS

Concrete curb and gutter, of cross-section approved by the Town, shall be provided along all edges of paved roadway surface. Terminations at the limits of the subdivision shall be either joined to existing concrete curbs or rounded to reduce hazard to traffic.

Construction shall conform to OPSS 353.

If a driveway location cannot be determined at the time of pouring, a full section of curb and gutter shall be poured continuously. When the driveway location is determined, a driveway depression can be cut with a curb cutting machine providing the section to be cut, is free from cracks and other defects. The Town reserves the right to request semi-mountable curb and gutter where they deem appropriate. All curbs and gutter are to be protected from damage by heavy equipment and vehicles.

Two stage curb is not permitted.

3.7 SIDEWALKS

A 1.5 metre sidewalk shall be constructed on one side (minimum) of each street within the development. Links where possible shall be provided to access neighbourhood parks or schools via walkways. Sidewalks shall have a minimum depth of 125 mm and shall be bedded in granular material in accordance with the current OPS standard details.

Sidewalks shall be increased in thickness from 125mm to 150mm at all driveway locations, and 200mm for commercial or industrial driveways. Granular depth shall be 150mm minimum or increased to the same depth as the sidewalk or driveway installed thicker.

Sidewalks shall be placed prior to construction of asphalt, concrete or brick driveways.

Sidewalk locations and installation will depend on the type of roadway and allowable infrastructure within the right-of-way. Refer to typical cross-sections in the appendix and below are the types of roads that are within municipal boundaries:

1.0 Arterial Roads

Arterial roads shall be provided with sidewalks adjacent to residential areas with direct access to schools, hospitals and retail outlets. Main through fares to be provided with sidewalks on both sides of the roadway if possible.

2.0 Collector Roads

Collector roads shall be provided with sidewalks on both sides if room is available where only one side gets the sidewalk it will be on the side of the adjacent side to residential areas with direct access to schools, hospitals, and retail outlets

3.0 Local Roads

Local roads that provide connectivity and access to schools, hospitals and retail outlets or access between neighbourhood communities shall be provided with sidewalks on one side of the roadway.

Cul-de-Sacs and Crescents

Cul-de-Sacs and Crescents within a neighbourhood community will receive a sidewalk depending on compatibility and infrastructure required.

3.8 ACCESSIBILITY

As part of construction of any concrete curb and gutter, sidewalks or other surface structures, the Developer will be responsible for construction of all Works in accordance with the Town's and the Province of Ontario's current accessibility standards and regulations to provide full access where possible, to all individuals in the community.

3.9 TURNING CIRCLES OR HAMMERHEADS

Where construction is phased, the Town may require the installation of temporary turning circles. These turning circles will be constructed in accordance with the requirements for cul-de- sacs in Section 3.1 of this Schedule. Temporary cul-de-sacs shall be paved, and curb and gutter shall be provided when needed to contain surface water and direct it to the storm sewers.

3.10 ADJACENT ROADS

Whenever a development abuts adjacent roads, improvements to those roads and the installation of all municipal services shall extend to the limit of the property owned by the Developer.

3.11 DAYLIGHTING REQUIREMENTS AT INTERSECTIONS

Where deemed necessary by the Town, daylighting at intersection quadrants shall be included in the road allowances to provide for uniform boulevard widths. When required, daylighting details (location, and size) shall be included on the proposed plan for Registration and on all engineering drawings.

3.12 LOCATION OF UTILITIES

The location of utilities within the road allowance shall be as detailed in the Town's standard drawings. Utility drawings shall be submitted to the Town for acceptance of the proposed utility locations. All utility wiring is to be housed underground or directly buried.

Hydro transformers are to be housed in suitable enclosures and mounted on transformer pads installed at the final elevation of the adjacent ground. The location of transformer pads shall be as detailed on the Town's standard drawing and are typically to be in the opposite boulevard of the sidewalk. Telecommunications and cable T.V. junction boxes may be mounted at the surface in accepted standard enclosures.

3.13 COMMUNITY MAILBOX REQUIREMENTS

Community mail centres and/or site individual super mailboxes shall be placed in locations accepted by the Town. Community mail centres shall be constructed centrally and suitably located in consultation with the Canada Post Corporation. The design of the community mail centre must incorporate such criteria as pedestrian safety, traffic flow and aesthetics.

The Town may require the developer to furnish the following amenities within the community mail centre:

- Park benches
- Fencing
- Litter containers
- Landscaping
- Pedestrian lighting
- Concrete pad or interlocking stone surface
- Architectural controlled kiosks
- Adjacent car bays parallel to the travelled portion of the roadway.

All details associated with the community mail centres or super mailboxes shall be identified in the Engineering Drawings and will be subject to review by the Town. The Developer shall be responsible for constructing community mailboxes within residential developments, prior to the issuance of the first building permit.

The acceptance of Canada Post Corporation with respect to location of community mail centres and/or site individual super mailboxes will be required prior to the acceptance of the Engineering Drawings by the Town.

3.14 SNOW CLEARING

Snow clearing operations prior to “Final Acceptance” may be carried out by the Town if so, requested in writing by the Developer; the associated costs will be charged back to the Developer.

3.15 DRIVEWAY ENTRANCES

The standards for driveways and entrances shall be reviewed in conjunction with the Town’s Zoning By-law. Driveway entrances shall be constructed to the property or to the edge of sidewalk. Entrances shall have a consolidated base constructed of 300 mm minimum depth of Granular “B” and 150 mm minimum depth of Granular “A”.

All entrances shall be hard surface (asphalt, concrete, or similar material). Exception for hard surface will only be given in a rural residential setting.

All entrances shall be completed in accordance with the current OPS standard details.

Allowable Town Entrance widths and curb depressions shall be formed in the curb according to OPSD 351.010.

The maximum width for driveway depressions shall be:

Table 1: Permitted Drive Width

Type of Driveway	Total Width (m)
Urban Residential	6.0 meters
Rural Residential	8.0 meters with 9.0 meter Culvert
Commercial / Industrial	9.0 meters

Additional driveway width may be permitted with permission from CBO.

Any entrances required off a County of Grey highway will be applied for and approved by the Grey County Transportation Department.

3.16 OTHER REQUIREMENTS

Whenever it is necessary to cut through an existing municipal road, the Contractor will be responsible for obtaining a Road Occupancy permit from the Town. The placement and compaction of the backfill material and the restoration of the surface pavement shall be done in accordance with the standard and specifications in effect at that time.

Before making detours, permission is required from the Towns public works department. Where the road is not part of the municipal road system, acceptance from the appropriate road authority will also be necessary.

In all cases, the fire, police departments, school bus companies and ambulance service must be notified by the Developer or their Contractor.

All work will be done in accordance with the ordinances and by-laws.

Road Occupancy Permit

A Road Occupancy Permit is required from the Town whenever it is necessary to perform excavations or any construction works on an existing Town ROW, unless the work is covered under a Subdivision or Site Plan Agreement. All Work shall be done in accordance with the instruction and direction provided in the Road Occupancy Approval from the Town.

Inspection and Testing

Full-time inspection is required while the construction of roads is occurring. Materials testing reports and other reports as applicable shall be provided to the Town to ensure compliance with the recommendations of the geotechnical report. The following minimum testing shall be completed for new roads:

- Air test.
- Slump test.
- Concrete Cylinders.
- Compaction test.
- Material samples.
- Proof roll of subgrade (under supervision of the geotechnical engineer, with Town staff in attendance, if requested).
- Geotechnical engineer is to submit a final report including all test results and sign off that the subgrade meets requirements.

SECTION 4 | SANITARY SEWERS

4.1 APPROVAL OF PLANS

The Town is now a municipal partner in the MECP CLI-ECA Program. Projects falling within the scope of the CLI shall be submitted to the Town for approval. Projects that do not fall under the scope of the CLI shall be submitted to the MECP for approval. Projects submitted under the CLI program must be designed, constructed, and tested per the most current version of the Town Engineering Standards.

The CLI-ECA covers several works that are of a non-complex or less environmentally sensitive in nature. These projects must also fulfill the requirements of the Ministry's Design Criteria Manual. In general, the CLI-ECA includes the following types of Works:

- Sanitary sewers.
- Sewage pumping stations.
- Forcemains.

Or the most up-to-date version of the above, or any new documents issued by these agencies.

A CLI-ECA does not apply to the following types of works:

Town Sewage Treatment Plants.

Privately Owned Industrial and Commercial Sewage Collection Systems.

Approval for the above will require direct submission to the Ministry. As part of the second engineering submission, the Developer is to submit a digital copy of the completed Application for ECA and all required documents to the Town for review.

If the Town has comments related to the approval process, they will be sent to the Developer's engineer, as the Town will not recommend approval until all comments are addressed.

4.2 CONFIRMATION OF CAPACITY

Prior to commencement of any design for sanitary sewage works within the Town, the Developer shall contact the Town to ensure that adequate external trunk sewer and treatment plant capacity is available for the proposed development. If the Town does not have a confirmed capacity within the downstream system, the Developer's engineer shall undertake an assessment of the nearest downstream trunk sewer, or at the discretion of the Town.

In the event that the Town does not have sufficient system records or an understanding of the available reserve capacity, then the Town and the Developer will agree to a scope of work for determining available capacity.

The costs associated with undertaking a comprehensive reserve study will be determined through the pre-consultation process, prior to commencing any design work.

The system shall be designed to service all areas within the subdivision to their maximum future development potential and must take into consideration external flows within the drainage area, in accordance with the Town's Official Plan. Allowance shall be made for inflows from the appropriate adjacent subdivisions or areas and shall meet with the approval of the Town's Public Works department. Discharges of the system are to be connected into appropriate sewers and are to be approved by the Town's Public Works Department. The exact location for connecting sewers in adjacent subdivisions or areas shall be approved by the Town's Public Works Department.

In accordance with MECP guidelines and Town policy, all urban developments are to be serviced by municipal wastewater systems. Individual septic systems are NOT permitted in new developments.

4.3 DESIGN STANDARDS

Sanitary service shall be designed in accordance with current MECP design guidelines. The minimum size for main sewers shall be 200 mm diameter. House connections shall be a minimum of 100 mm in diameter. For multiple dwelling, industrial or commercial buildings, the service connections shall be sized to accommodate the flow. Unless otherwise specified, the average daily per capita flow for sanitary sewer design shall be 450 L/cap/day.

4.4 LOCATION

The main sewers shall be located along the centre of the street allowance. House connections shall terminate at the property line for each lot.

4.5 MATERIAL

Main sewers shall be P.V.C. (SDR35) or approved alternate. House connections shall be P.V.C. (SDR28) or approved alternate. All joints shall be of the rubber gasket type as approved by the Town. Approved caps shall be provided for service lateral terminations.

4.6 SANITARY SEWER CONSTRUCTION

Sewer construction and pipe bedding shall conform to the requirements of OPSS 410 for sewer construction. A minimum 2.5-metre depth of cover shall be provided over all sanitary sewers and service laterals.

4.7 HOUSE CONNECTIONS

Plan locations and invert elevations, for all house connections at the street line, shall be shown on the drawings. Minimum fall on house connections shall be 2% and maximum 8%. Where the depth of sewer is excessive, a riser may be used over the main sewers.

Shop manufactured “Tee” connections shall be used for house connections to the main sewer. Each service lateral shall be complete with a manufactured “Wye” connection and 100 mm diameter cleanout that shall extend to the ground surface level.

The top of the cleanout shall be installed flush with the ground surface 100mm PVC SDR28 with cleanouts at property line to include a sanitary tee-wye to inspect service from cleanout Cleanouts to include cast iron cover DF44 cast iron cleanout cover clearly marked “Sewer”. Flexible couplings should not be used to connect the bolted cap to the cleanout. A cast iron cap shall be installed on each service lateral termination at the street line and made watertight.

During the development stage, the ends of all services shall be marked by a 50 mm x 100 mm wood post extending from the service to 300 mm above the surface of the ground and the top section painted fluorescent green. Connections to maintenance holes shall enter the structure no higher than 0.5 m above the lowest invert, except as otherwise approved by the Town.

All sanitary service pipe material shall be coloured green to avoid cross connection. This includes pipe colour, wrapping, demarcation tape or stenciling.

4.8 GRINDER PUMPS

Should the development require the use of Grinder Pumps, they shall be E-One sewer systems curb stop c/w integral stainless steel check valve equivalent. Service box to have stainless steel stem. Isolation valves to be located at the property line of each service. Valve box covers to be stamped “SEWER”.

Service pipe to be 32 mm (minimum), Polyethylene (PE) DR-11 tubing, compression joint connections for PE service pipe requires a stainless-steel tube liner with a fluted end as supplied by the corporation stop manufacturer. Should grinder pumps be required, more detailed design, material and installation specifications will be provided by the Town.

Grinder pumps shall remain in the ownership of the private property owner. The property owner shall be responsible for all operating, maintenance, repair and replacement costs.

4.9 MAINTENANCE HOLES

Concrete maintenance holes shall be provided at all changes in direction of the sewer and at all street intersections, but no further apart than note:

Table 2: Sanitary Sewer Spacing

Sewer Diameter (mm)	Maximum Spacing (m)
Up to 400	120
450 to 750	150

Maintenance holes shall be 1200 mm dia. conforming to OPSD 701.010 or as required for larger trunk sewer sizes. Benching shall be provided in all structures. Joints shall be watertight.

4.10 TESTING AND FLUSHING OF SEWERS

The complete sewer system, including house connections, shall be tested: infiltration, exfiltration, deflection and flushed in accordance with OPSS 410, including video inspection.

The Developer or consulting engineer shall arrange the tests for sections of sewer between maintenance holes and shall provide all information and video to the Town of Hanover. Sewers shall be video inspected at least twice by the developer, once immediately prior to base asphalt and once immediately prior to surface asphalt placement. Any sections of sewer which fail to meet the requirements of this section shall be repaired and retested until results are satisfactory to the Town. All repairs and retests will be at the Developer’s expense.

Testing and flushing also applied to the storm sewer pipe installed as part of the development. A sanitary sewer, storm sewer and forcemain commissioning plan will be submitted to the Town for review and comment, at least 2 weeks in advance of the proposed start date of the flushing and testing. Notice of test start date shall be received at least 5 days prior to the start day. Upon completion of the sanitary and storm construction, a commissioning report from the Developer’s Engineer will be submitted to the Town.

4.11 COMPLETION AND ACCEPTANCE

The complete sewage collection system installation must be approved by the Town prior to the issuance of building permits for the subdivision.

SECTION 5 | WATERMAINS

5.1 APPROVAL OF PLANS

Plans for the entire system shall be submitted to the Town for approval and prepared in accordance with the Ministry of Environment, Conservation and Parks (or MECP) Guidelines and the Municipal Drinking Water Licensing Program (as applicable). The developer shall provide a complete MECP Form 1 – Record of Watermains (and any supporting information) for any addition to, or alteration of Hanover owned water distribution systems.

The submission shall consist of an overall plan, a plan and profile of each watermain drawn to the same scale as the roads, together with typical details of house service connections, pipe bedding and other appurtenances. Approval for construction will not be given until all the requirements of the MECP and the Municipal Drinking Water Licensing Program are fulfilled and the necessary approvals received.

Or the most up-to-date version of the above, or any new documents issued by these agencies.

5.2 CONFIRMATION OF AVAILABLE CAPACITY

As part of the pre-consultation process and prior to the commencement of any design, the Developer and / or designer must contact the Town and confirm that there is adequate capacity in the system, as well as the water treatment facility, to accommodate the proposed project.

5.3 WATERMAIN DESIGN

5.3.1 Location in ROW

Watermains shall be located as shown on the Towns standard roadway cross-sections. This location shall normally be on the north and west sides of the street. The watermain shall not be located on the same side as the sidewalk, except where there are sidewalks on both sides of the street.

Placement of valves in the wheel track of a travel lane shall be avoided, whenever possible.

At intersections, the preference is to have valves located in the boulevards and out of the asphalt.

5.3.2 Location Outside the ROW

Any watermains which are situated outside of the ROW shall be contained within a block. Where watermains are located in blocks, the block width shall be 3.0 m for watermain at a depth less than 2.0 m and 6.0 m for watermains greater than 2.0 m depth, unless depth or size of watermain dictates a larger width necessary for maintenance.

Watermain to be centered within block.

Additional depth of footings for houses adjacent to the watermain block shall be considered in the design.

5.3.3 Material Specifications

Watermain pipe shall be C900 Class 235 rated PVC pipe with rubber gasket joint fittings. Push-on PVC rubber gasket joint fittings are not to be used on any hydrant lead, elbow, or tee. All materials that come into contact with potable water shall conform to NSF 61 and the latest American Water Works Association (AWWA) Standards. All fittings are to be ductile iron AWWA C110. The type and material classification of all watermains and bedding types shall be clearly identified on all profile drawings. PVC is acceptable for use in all development projects (residential and IC&I).

5.3.4 Bedding

Watermain bedding shall be constructed with bedding as per OPSD 802.010 Granular “A” embedment material) or high-performance bedding for flexible pipes and OPSD 802.030 or 02.031 Class “B” (Granular “A” bedding material, Granular “A” or select native cover material) for rigid pipe unless otherwise approved by the Town.

Alternative embedment material shall be sand meeting gradation requirements of OPSS 004.05.05 compacted to 98% Standard Proctor Density. Geotechnical certification of alternative material must be provided every 150 m and approved by Town prior to installation. The compaction testing must include the entire envelope (haunches, bedding, and top of pipe).

5.3.5 Depth of Cover

- Curb and Gutter Roads – 1.80 m minimum cover.
- Open Ditch Roads – 2.2 m minimum cover.
- Unbuilt future Roads – 1.80 m minimum cover measured from ultimate design grade.
- Road crossings – 2.2 m minimum cover.
- Watercourse, Creeks – 2.0 m minimum cover.

In areas where the Town allows a watermain to be installed with less than a minimum cover, the contractor is to supply and install insulation as directed by the Town to protect watermains, hydrant leads, and appurtenances.

5.3.6 Material and Size

All materials for watermains, valves, valve boxes, etc. supplied for the development shall comply with the latest edition of the applicable AWWA standard. Oils and lubricants used in assembly shall be 'Food Grade' and shall comply with the latest edition of NSF/ANSI Standard 61.

No substitutions shall be considered without the Town's approval.

Watermain: Watermain material shall be Polyvinyl Chloride PVC DR18 – AWWA C900 Pipe joints shall be bell and spigot with rubber gaskets. Minimum watermain size shall be 150 mm. Minimum watermain depth of cover shall be 1.8 meters.

Fittings: All fittings shall be ductile iron cement mortar lined mechanical joint (MJ) type with adaptors to suit other materials, where necessary. All fittings shall be in accordance with AWWA C110 and the rubber-gasket joints for ductile iron fittings shall be in accordance with AWWA C111.

All fittings including hydrants must be suitably restrained with approved mechanical restraints and have a minimum pressure rating of 250 psi (1724 Kpa). Grip-ring joint restraint required on all mechanical joints. Pipe to pipe connections 6.0 meters or less from any valve, tee, elbow, cap, reducer or hydrant shall be restrained.

Gate Valves: Mueller mainline valves and in mechanical joint with standard operating nut, hydrant valves to MJ to MJ gate valves with standard operating nut.

All valves to be supplied with "O" ring packing for water use and open counterclockwise.

Tapping valves and sleeves must be approved by the Town.

Fire Hydrants – Installation: Hydrants shall be installed in accordance with OPSD 1105.010, as amended and shall generally be located as follows:

- Residential areas – Along the projection of lot lines.
- Industrial areas – Centrally along lot frontages.
- Maximum spacing for all areas is 150 m.
- Hydrants shall be mounted with break-away flange at a maximum height of 100 mm above finished grade.
- At the end of dead-end mains, either temporary or permanent.
- At high points along the watermain system, as an alternative to air release valves.
- All joints shall be mechanically restrained and braced with concrete thrust blocks.
- 100 mm Storz pumper port facing the street. Side ports to be 65 mm.
- Hydrant leads are to be 150 mm diameter and have shut-off valves placed 900 mm from the hydrant.

The spacing and location of hydrants on private property is governed by the OBC.

Markers: Hydrant markers shall be yellow, 1.2 m high, FH-800 Series Canadian, and connected to the side port(s).

Painting: Hydrants shall be painted with rust proof paint prior to final acceptance in accordance with National Fire Protection Association (NFPA) 291 as follows:

- All hydrant bodies or “barrels” are to be chrome **RED**.
- Side ports and top / bonnet to be painted to indicate capacity:
    - Light Blue for Class AA (= to or > than 5,680 L/min or 1,500 GPM). b) Green for Class A (3,785 to 5,675 L/min or 1,000 to 1,499 GPM).
    - Orange for Class B (1,900 to 3,789 L/min or 500 to 999 GPM).
    - Red for Class C (<1,900 L/min or 500 GPM)\
    - Private hydrant barrels to be painted **YELLOW**.

Dry barrel hydrants shall be in accordance with AWWA C502. All hydrant leads shall be 150mm diameter and shall be supplied from the watermain of not less than 150mm diameter.

Services: Residential services shall be 19mm, higher-density will be 50 mm Type “K” copper tubing (ASTM B88) or Municipex Cross-linked polyethylene (PEX) series 160 conforming to AWWA C904. If PEX tubing is used, installation of tracer wire as well stainless-steel inserts for all fittings.

Backflow Prevention:

Larger service diameters (50 mm or higher) shall install backflow preventers, these will be certified each year and submitted to the Development Department to show conformity. The Towns’ Chief Building Official will have the ability to request a backflow preventer of any size if there is risk to the water system.

Private connections to the water system including IC&I and agricultural properties, and condominium developments shall have a backflow device installed prior to any upstream connections, such as tees. Backflow preventer shall be selected, installed and tested in conformance with CSA B64.10 “Selection and installation of backflow prevention”. The type of backflow valve shall be determined based on the hazard level of the Site, as dictated by OBC and Town Staff.

The backflow device shall be in a heated mechanical room of a building. Backflow devices shall be as per CSA and OBC Standards. Backflow devices shall be installed downstream of the water meter. There shall be no connection to the watermain prior to the backflow valve. Reduced pressure backflow preventors must be certified annually by a qualified person, and a copy of the certification provided to the town.

Removal of backflow preventors without the Town’s written permission is prohibited.

Corporation stops: Ball style 19mm and 50mm Mueller B25008 or Cambridge Brass 301-A3H3

Curb stops shall be Ball style 19mm and 50mm Ball style Mueller B25209 or Cambridge Brass 202-H3H3. With 36” stainless steel rod Mueller 801 or Star D-1-8 50mm Mueller 802.

Service saddles: Model No. 2616 by Robar Industries Inc., stainless steel, double bolted, wide band. The service tubing shall be installed to a minimum depth of cover to the watermain. Underground service line valves shall be in accordance with AWWA C800.

Cathodic Protection: In accordance with OPSD 1109.011. For any installation of water pipe systems, an investigation of the soils conditions shall be undertaken to determine the corrodibility of the native soils and to provide recommendations with regard to corrosion protection. Sacrificial caps are to be provided on every bolt of all mechanical joints and restrainers. The bolt lengths shall be sufficient to accommodate the caps. Zinc anodes or other corrosion protection measures may also be required as directed by the Town. Cathodic protection shall be provided for all tracer wires on PVC watermains. As a minimum, 175 gram zinc caps or approved equivalent shall be installed on each bolt of any mechanical connection.

Additionally, a 5.4 kg (2 lb.) packaged zinc anode shall be installed on each hydrant and all valves.

Anode Installation: For all mechanical joint fittings and couplings used with either ductile iron or PVC pipe, a sacrificial zinc nut shall be installed on each bolt. For buried anodes, connect anode copper lead wire to pipe, valve, fitting, hydrant, etc., with “double nut” type connection. Connect to main stops or curb stops with the electrical ground connections supplied. Place anode in trench a minimum of 500 mm from pipe, valve, fitting, etc. Complete installation shall conform to anode manufacturer’s recommendations.

Tracer Wire: All PVC watermain to be provided with a No. 12/7 strand copper cable having TWH insulation rated for underground use and strapped to the top of the pipe every 5.0 metres with a brass or galvanized clamp.

Thrust Restraints: OPSS 441.07.23 is amended as follows: All thrust restraint shall be designed to adequately provide the minimum amount of pipe/joint restraint required by mechanical joint restraint device alone. Concrete thrust blocks are not an accepted method of thrust restraint in the Town of Hanover except for connections to an existing main as directed by the Town or their designate.

Design of the pipe joint restraining systems shall consider the pressures that the system will be subjected to as well as any expansion and contraction due to temperature changes during and following construction of the various pipe materials selected. Restrain lengths for watermain 100 mm to 300 mm shall be in accordance with the requirements outlined below. Restrained length calculations for watermains 400 mm and greater shall be supplied by the pipe manufacturer using the design criteria set out below.

Thrust restraint shall be provided at all fittings, bends, tees, valves, hydrants, crosses, reducers, and plugged or capped dead ends. For Ductile Iron pipe refer to AWWA C600 – Section 3.8. For PVC pipes refer to UNI-BELL and AWWA M-23.

Hydrants shall be restrained with mechanical thrust restraints.

5.4 Watermain Construction

All watermain and appurtenances are to be installed, bedded and backfilled in accordance with current Ontario Provincial Standard Specifications, Safe Drinking Water Act, Drinking Water Works Permit, The Municipal Drinking Water License, and the most current recent version of ANSI/AWWA C651, the MECP “Watermain Disinfection Procedure”, and to the satisfaction of the Town.

Minimum 1.8 metre depth of cover over all mains and services. Main valves and hydrant sets shall, generally, be located at a maximum spacing of 200 metres and 120 metres, respectively. Hydrant spacing for commercial areas may require reduced spacing. At main intersections, a main valve shall be provided at each direction from the intersection.

5.5 Flushing, Testing and Disinfection

All watermain shall be tested, flushed, swabbed and disinfected. Such procedures shall be in accordance with OPSS 441 for pressure testing and the most recent version of AWWA C651 and the MECP “Watermain Disinfection Procedure” for disinfection and connection to the waterworks system. The Developer or their consulting engineer shall inform the Town when the watermain is to be tested and disinfected.

The pressure testing shall be in accordance with OPSS 441.07.24 Hydrostatic Testing and under the supervision of the municipal Town. All hydrant leads, services, stubs, blow-offs etc. shall be subject to the hydrostatic pressure testing. Hydrant valves shall be in the open position to subject the hydrant to the test as well.

Bacteriological testing will be completed by Town waterworks employees.

The Developer will be billed for any testing or retesting required. Any failure of the testing and disinfecting shall require the Developer to re-flush, retest and/or re-disinfect the watermain until the watermain has met the requirements of the Ontario Provincial Standard Specifications and the MECP, to the satisfaction of the Town. Minimum requirements for bacteriological testing are:

- Escherichia coli – not detectable
- Total coliforms – not detectable

All chemicals and materials used in the disinfection of the drinking water system shall conform to the following standards:

- AWWA B300 for Hypochlorites
- AWWA B301 for Liquid Chlorine
- NSF/ANSI 60, Drinking Water Treatment Chemicals – Health Effects
- NSF/ANSI 61, Drinking Water System Components – Health Effects.

A watermain commissioning plan(s) will be submitted to the Town for review and comment, 2 weeks in advance of the proposed start date of the flushing, testing and disinfection. Upon completion of the watermain construction, a watermain commissioning report from the Developer's Engineer will be submitted to the Town.

5.6 Completion and Acceptance

The complete water distribution system will be installed and must be approved by the Town prior to the issuance of building permits for the subdivision.

SECTION 6 | STORM MAINS AND STORMWATER MANAGEMENT

6.1 APPROVAL OF DESIGN AND PLANS

The Town operates under a CLI-ECA for the approval of qualifying Storm Water Management (SWM) projects and is therefore the approval authority. For all projects that do not fall under the CLI-ECA, the MECP continues to be the approval authority. The Developer shall design stormwater infrastructure in accordance with the most current version of the Town's CLI-ECA and associated design requirements.

If the design does not fulfill these requirements, application to the MECP for a Schedule 'C' amendment to the CLI-ECA will be required. The Developer is responsible for obtaining and reviewing the CLI-ECA documents and design requirements from the Town to ensure adherence.

The most current version of the following MECP, SVCA guidelines, policies, and standards apply to the design of storm drainage facilities in the Town.

Reference material can be found withing the MECP (i.e., Stormwater Management Planning and Design Manual, March 2003). In addition, Design Criteria for Sanitary Sewers, Storm Sewer, and Forcemains for Alterations Authorized under Environmental Compliance Approval.

Or the most up-to-date version of the above, or any new documents issued by these agencies.

Development proponents are also required to confirm design criteria and obtain approvals from any other relevant ministries or agencies (i.e., MTO, MNRF, DFO, etc.). The most current version of OPSD shall also apply to design and construction of storm drainage facilities as determined by the Town.

The consulting engineer responsible for the design of Storm Water Management Facilities (SWMF) shall consult with the Town and the SVCA early in the process to confirm / clarify issues, policies and design requirements, and shall focus on minimizing the number of pond facilities.

Water quality and quantity control in new development areas are to be provided in Town-owned Town blocks. Low Impact Development (LID) techniques in lieu of and / or in combination with end-of-pipe designs where feasible will be considered by the Town in consultation with the SVCA on a case-by-case basis.

Redundancy to protect for blockage or plugging of LIDs and sequential runoff events is to be provided.

The design of each SWMF shall also focus on opportunities to integrate the SWMF with the surrounding topography and land uses.

SWMFs are to be created as public amenity features and are to be, when possible, visible to the general public. Opportunities for linkages through the use of trails to larger open space, parkland areas, or other SWMFs are to be maximized.

The design of SWM works is to have full regard for riparian rights of both upstream and downstream landowners. Any change in flow rates, or water levels, that would occur as a result of the development, SWM drainage areas, and / or in-stream works to neighboring private properties must be adequately addressed. Written permission from affected landowners must be sought prior to final design submissions, in cases where acknowledged impacts are proposed, and any governing legislation, in this regard, must be adhered to.

In the case of infilling proposals, on-site SWM concepts may be considered by the Town in conjunction with any potential off-site storm drainage improvements.

Drawings shall consist of an overall plan, a plan and profile of each storm sewer, drawn to the same scale as the roads, pipe bedding, maintenance holes, and other appurtenances. Design (including all drawings and calculations) of the proposed works must be submitted to the Town and applicable government agencies for approval.

6.2 STORMWATER MANAGEMENT REPORT

A Stormwater Management Report (SWM Report) setting out the existing and proposed drainage pattern shall be submitted to and approved by the Town, the Saugeen Valley Conservation Authority and the Ministry of the Environment, Conservation and Parks (if required). Should the development be of a size or location that the Conservation Authority has no requirement to regulate the stormwater management criteria, or in the event that specific design details are not provided by the Conservation Authority, the standard in Appendix “C” shall apply.

The stormwater management requirements within the Town shall be those of SVCA or as listed below in the general requirements:

Table 3: Levels of Service for Major and Minor Systems

Item	**Level of Service**	**Comments**
Storm Sewers	1:5 Year Storm	Use CB inlet controls (as required), to meet hydraulic grade line (HGL) elevation criteria. Storm sewers shall be required in all new developments.
Hydraulic Grade Line (HGL)	1:100 Year Storm	Subject to pre-design confirmation with Town staff, HGL analysis is required (for both 5-year

		and 100-year storms). Confirm there is no surcharging under the 5-year storm event.
Major System	1:100 Year Storm	Overland flow cannot exceed width or flow capacity of ROW or 0.3 m depth.
Major System	Regional Storm Level of Control	Safe conveyance of the Regional Storm through to the SWMF, or a positive outlet via overland flow routes including drainage blocks and / or municipal ROWs, unless otherwise directed by the SVCA or Towns Public Works department.
Culverts	Per Highway Drainage Design Standards (March, 2024)	Refer to current MTO standards.
Bridges	Per Highway Drainage Design Standards (March, 2024)	Refer to current MTO standards.

6.3 CONNECTION TO MUNICIPAL SYSTEM

The storm sewers shall be connected to the municipal storm sewer system (where feasible) or discharged to a natural watercourse as approved by the Town, SVCA and the Ministry of the Environment, Conservation and Parks (or MECP).

6.4 DESIGN CRITERIA

The stormwater management system shall be designed by using MIDUSS (acronym long form?) (current version) or an alternate approved hydrologic model. The Developer's Engineer shall consult SVCA as to the appropriate storm distribution and duration to be used. The Developer's Engineer shall advise the Town in writing as to the Authority's requirements. The Developer shall ensure that the Town is aware of any requirements that SVCA may have so that they can be reviewed, discussed, and revised should the Town deem it necessary. The design of the stormwater management system shall be in accordance with the following:

- Appendix Stormwater Management Standard for Site Plans or Small Developments.
- Latest version of the “Stormwater Management Practices, Planning and Design Manual” and “Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alternations Authorized under Environmental Compliance Approval”, as prepared by MECP.

6.5 LOCTION

The storm sewer shall be located under the gutter line, with lateral connections to catch basins located within the curbing.

Development in the Town may provide for a storm sewer service. Where a storm sewer service is proposed, the service connection will be done in accordance with Municipal Standards. All other sump pump discharges shall be located on dwellings to ensure discharge is not directed to adjacent property. Grading and splash pads shall be used to direct sump pump discharge to the front or rear yard via swales. Sump pump discharge pipe locations shall be noted on the residential lot grading and drainage plan.

The Consulting Engineer shall confirm the availability and location of an appropriate outlet with the Town and shall complete the final design and obtain a Certificate of Approval from the MECP prior to construction. Work on private property shall conform to the Ontario Building Code (OBC).

All pipes shall be laid and maintained in straight alignment and grade. At no point shall the pipe deviate by more than 0.05% horizontally or vertically from the straight alignment. All structures are to be placed within 75mm horizontally of the design location. Should it deviate by more than these amounts it shall be removed and reinstalled.

Blind connections are not preferred.

Adjustment and final setting of catch basin frames shall be completed by pouring concrete, or using concrete riser units, immediately prior to the placement of the top lift of asphalt. Riser units shall be parged on the outside of the catch basins only. Catch basins shall be initially set to base asphalt elevation. Temporary asphalt curb shall be placed at catch basins between the preliminary acceptance and final acceptance stages of the development.

6.6 SEWER PIPE MATERIAL

Sewer pipe material shall be:

Concrete Sewer Pipe (Rigid)

- 300 mm non-reinforced Class 3 – CSA certified to A257.1
- 300 mm or greater reinforced as specified in the tender form – CSA certified to A257.2
- Polyvinyl Chloride (PVC) Pipe (Flexible)
- Class SDR 35 or Class V (320 kPa)
- Annular ribbed profile for ripped pipe
- Polyethylene Sewer Pipe (Flexible) – CSA certified Sewer Class to B 182.6
- 300 mm to 750 mm smooth inner wall, annular corrugated profile (320 kPa)
- 15 PSI bell and spigot joints shall have elastomeric gaskets (CSA certified to B 182.6)

The minimum size, including catch basin leads, shall be 300 mm. The Town may require a larger storm sewer size on parts of the subdivision than required for the subdivision alone.

6.7 STORM SEWER CONSTRUCTION

Storm sewer construction and pipe bedding shall conform to the requirements of the Ontario Provincial Standard Specifications for sewer construction. Pipes shall be bedded in approved granular materials.

Catch basin leads shall be connected to the main sewer with a maintenance hole except where the main sewer size exceeds 450 mm diameter, in which case the lead can be connected directly to the main sewer using a factory manufactured “Tee”.

6.8 MAINTENANCE HOLES AND CATCH BASINS

Concrete maintenance holes shall be provided at all changes in direction of the sewer and at all street intersections, with maximum spacing on straight runs as noted:

Table 4: MH Storm Sewer Spacing

Sewer Diameter (mm)	Maximum Spacing (m)
300 to 975	110
1050 to 1350	130
1500 to 1650	160
1800 and above	305

Maintenance holes shall be 1200 mm diameter or larger, conforming to OPSD Series 700. Benching shall be provided in all maintenance holes. Catch basin maintenance holes shall contain a sump or minimum depth of 300 mm below lowest invert on sewers up to and including 600 mm diameter.

Frames and covers shall be OPSD 401.01 Type A, or approved equal, set on not less than three

(3) layers nor more than six (6) layers moduloc pre-cast units, which shall be parged on the outside face. Adjustment units shall conform to OPSD 701.010.

Catch basins shall be provided on both sides of the street at all low areas with the maximum spacing as noted.

Table 5: CB Storm Spacing

Road Gradient (%)	Maximum Spacing (m)
0 to 3	110
3.1 to 4.5	90
Over 4.5	75

Catch basins for depth up to 2 m from ground level to invert shall be 600 mm square concrete conforming to OPSD 705.01. For greater depths, catch basins-maintenance holes shall be used conforming to OPSD 701.03.

Frame and grates shall be OPSD 400.110.

6.9 OPERATIONS AND MAINTENANCE MANUAL (O&M)

A SWMF (acronym long form?) O&M Manual is to be prepared for the Town by proponents of new

SWMFs. O&M activities to be in accordance with the Town's CLI-ECA.

The manual is to describe how each facility operates, and the short-term and long-term inspection and maintenance requirements of the facilities. Any collection system SWM components, such as OGS, infiltration galleries, or infiltration trenches, etc. are to be included in the manual.

The manual is to focus on the expected frequency and method of maintenance that will be required in the following specific areas:

- Facility inspection / monitoring program (outline seasonal and annual tasks based on Master / Functional Studies or Draft Plan Approval Conditions).
- Grass cutting.
- Weed control.
- Plantings.
- Trash removal.
- Sediment testing, removal, and disposal.

The SWMF O&M Manual is also to include cost estimates (including labour, equipment, and materials) for the operations and activities described above.

6.10 REPORT FORMAT

Once the reports have been reviewed and accepted by the Town, separate digital and hard copies of the report shall be provided. The SWM Design Report and the O&M Manual shall be separate documents, bound with front / back covers, the Development / Subdivision name shall be included on the front covers.

ARCH D size drawings included within the reports shall be folded and included in the back of the report in appropriate sleeves.

6.11 OPERATIONS AND MAINTENANCE FEATURES

O&M of SWM ponds is to be in accordance with the Town's most current CLI-ECA requirements. The SWM pond designs are to incorporate features that allow the Town to operate and maintain the facility. It is strongly recommended that the design engineer arrange a pre-consultation meeting with the Town once a preliminary pond design has been prepared in order to discuss maintenance operations and features, specifically clean-out procedures, and sediment management and removal.

These features include:

a) Provide a primary maintenance access to the facility (minimum 4 m in width of access road, and an additional minimum 3.0 m buffer where adjacent to residential properties) suitable for municipal equipment. Maintenance access to be asphalt with a composition of 50 mm HL4, 150 mm Granular A, and 250 mm Granular B.

b) Maintenance vehicle access roads and turn-around areas at sediment forebays, outlet pools, and control structures having a maximum gradient of 10%, minimum width of 4 m, a minimum inside turning radius of 14 m, and including a 10 m long loading platform at the forebay and outlet pool locations. Maintenance roads may be required to other locations within the pond block as determined by the Town. Maintenance roads should have maximum crossfall of 2%. Provide a minimum of 3 m offset of clear space between the maintenance road and any property lines.

c) All maintenance vehicle access roads construction shall be structurally designed to support municipal equipment.

d) Provision of a drain down pipe leading from the permanent pool to an MH with dewatering sump, if a gravity outlet is not available.

e) In order to facilitate sediment removal operations, either of the following may be proposed, and are subject to review and approval of the overall approach to sediment management and removal:

A sediment drying space, suitable to contain the volume of sediment and water remaining (after completing pond drain down procedures) shall be provided. Calculations to be provided with assumptions for the volume of sediment removal and area calculations for appropriate drying area sizing.

OR

Provision of a pond by-pass sewer (sized based on the minor system design criteria) between the inlet and the outlet in order to divert incoming flows around the pond for the duration of clean-out operations (allows for sediment drying in situ).

The sediment drying area should be sized to provide sufficient storage space for

the volume of sediment accumulated over a 10-year period. This can be calculated using the MOE Stormwater Management Planning and Design Manual – Table 6.3. The sediment drying area is to be provided above the extended detention level in the facility. Drainage from the sediment drying area should return to the pond. Area to be sloped towards the pond at 2% to 5% grade. The drying space is to be designed based on a maximum sediment depth of 0.5m.

- A minimum 3 m wide platform at a maximum cross slope of 4% is to be provided around the property boundary of the stormwater block for the purposes of grass cutting.
- Use of a reverse sloped control pipe, which reduces thermal impacts (wet pond application).
- Provision of flow control devices in maintenance hole structures located in a berm for easy access, maintenance, and cleaning as opposed to a vertical pipe structure located in the pond.
- Minimum orifice size of 75 mm diameter. Orifice plates to be stainless steel. Use of a screened orifice plate or weir plate fixed to a permanent structure to achieve extended detention.
- A gate valve and valve box to enable the normal pond outlet to be closed in case of chemical spills where applicable.
- Provide the following table in the SWM Report, as required in the CLI-ECA

Table 6: Sample Table for SWM Report

Location	**Latitude and Longitude or Physical Address (UTM Coordinates can be Provided in Addition)**
Watershed / Subwatershed	E.g., Mad River
Receiver of Discharge	E.g., Surface discharge to “Mad River”
Outlet Location	E.g., Latitude and longitude (UTM coordinates can be provided in addition)
Catchment Area	E.g., 10 ha
Level of Treatment for Suspended Solids	E.g., Level 1 or 2 (80 or 70%) Long-term suspended solids removal or specify if other treatment level
Treatment for Other Contaminants, As Required	E.g. Phosphorus, water temperature

Level of Volume Control	E.g., Local 90th percentile rainfall event or local water balance (X mm)
Design Storm	E.g., Quantity: X-year storm; Quality: X-year storm
Brief Description	Include model number if equipment is used (E.g., OGS/filters)
Receive Emergency Sanitary Overflows	Y/N; briefly describe
Notes / Additional Information	Provide any additional information relevant to this facility not captured above

SECTION 7 | UTILITIES AND STREET LIGHTING

7.1 TELECOMMUNICATIONS

Telecommunication services, which include telephone, internet, and television, shall be provided and installed in a corridor at the location provided in the typical cross section. The Developer must bear the cost of any surcharges for underground installation made by the provider(s) and must grant them any easements for their services. Where requested by the Town, spare conduit(s) for future services will be provided as part of the telecommunication installation.

Telecommunication Companies

There are several telecommunication companies that may have interest in providing installations. The developer shall ensure that all can be installed and shall provide service. The developer shall provide to the Town documentation, satisfactory to the Town that all such companies have been contacted and offered the opportunity for installation.

7.2 ELECTRICAL

Underground electrical installation shall be completed to the satisfaction of the local power supplier based on their most current specification.

7.3 GAS SERVICING

Developers shall ensure that a corridor is provided for the future installation of gas distribution mains and services throughout the subdivision. Should, within the time that the development is being serviced, gas supply is available, then the developer shall arrange for its installation.

7.4 STREETLIGHTING

All developments shall be provided with adequate street lighting in accordance with current utility or Town standards. The materials and suppliers will be reviewed with the Town prior to design, approval of materials, installation, and where appropriate, shall be sourced from suppliers for which the Town currently has luminaires in service.

For decorative lights and poles, an arrangement shall be made with the Town to provide for stocking of spare poles, lights and accessories to the satisfaction of the Town for the initial operation and repair of the street lighting system.

The minimum street lighting requirements are as follows:

- Fixtures will be LED. All fixtures shall have individual photocell control, and photocells shall have proven 25-year life expectancy and a warranty satisfactory to the Town (20 year unless agreed to otherwise).

- Poles shall be one piece concrete or aluminum. Concrete poles shall be direct burial. Aluminum poles shall be installed on an adjustable frangible base. Poles shall be of sufficient height to ensure a minimum vertical separation from the road surface to the luminaire, of 6 metres.
- The tenon size on pole and fixture must match. Power feed shall be completely underground. The lights shall generally be placed to the outside of curved roads.
- The maximum allowable spacing along the street, between the lights, shall be 35 metres. Increased pole spacing may be considered if photometric modelling is performed and the RP-8 standards are achieved. In all cases, the lighting design shall meet IESNA RP-8 standards for Type III distribution. The poles must be installed at the location as shown on the Town's Typical Cross-Section. Particular care shall be taken to adequately illuminate the intersections and cul-de-sacs. Preference to have poles located along lot lines if possible.

Amendments to this standard are at the Town's discretion/direction and the developer and their engineer are to review the materials specifications with the Town in advance of proceeding to the design stage for the lighting.

Street lighting requirements for collector and arterial roads shall be reviewed with the Town prior to design.

SECTION 8 | LOT GRADING AND DRAINAGE

8.1 GENERAL

The lot grading of all lots and blocks in new subdivisions must be carefully monitored by the Consulting Engineer in order to provide sites that are suitable for the erection of buildings and to provide satisfactory drainage from all lands within the development.

8.2 LOT GRADING PLANS

All Lot Grading Plans for new development in the Town shall be prepared in accordance with the criteria contained in this section and shall contain the following information and detail:

- Scale 1:250 (unless otherwise approved).
- All existing and proposed lot numbers and blocks.
- All proposed rear lot catch basins, leads, top elevations and inverts.
- Location of service connections.
- Existing contours at maximum 0.5 m intervals.
- Existing and proposed elevations at lot corners.
- Specified house grades.
- Proposed road grades, length and elevations on all streets.
- Proposed elevations along the boundary of all blocks abutting single family and semi- detached lots in the subdivision.
- Direction of the surface run-off by means of arrows.
- All proposed easements required for registration.

8.3 LOT GRADING DESIGN

Lot Grading Design for new development in the Town shall be prepared in accordance with the criteria contained in this section and shall contain the following information and detail:

- Generally, the front yards of all lots shall be graded to drain towards the street.

- All boulevards are to be graded with a constant slope from the curb to the street limit. (Minimum slope to be 2.0 percent and the maximum slope to be 8.0 percent).
- All rear yard drainage is to be directed away from the houses in defined swales which outlet at the curb or a catch basin.
- All lot surfaces shall be constructed to a minimum grade of 2.0 percent and a maximum grade of 12.0 percent.
- The maximum slope on all embankments and terraces shall be 3:1 (4:1 preferred).
- The maximum flow allowable to any side yard swale shall be that from two lots plus that from two adjacent lots.
- The maximum number of rear lots contributing to a rear yard swale shall be that of four rear yards.
- The maximum length of a rear yard swale between outlets shall be 90 metres. Where rear yard swales provide drainage for more than one lot, the swale must be located within a 4.0 metre drainage easement over the total length. Rear yard swales shall have a minimum slope of 1.5 percent.
- Swales providing internal drainage from each lot shall have a minimum slope of 2.0 percent.
- Minimum depth of any swale to be 150 mm.
- Maximum depth of rear yard swales to be 500 mm.
- Maximum depth of side yard swales to be 300 mm.
- Maximum side slopes on any swale to be 3:1.
- All drainage swales shall be located on the common lot line between adjacent lots.
- Rear yard catch basins and outlet pipes are to be located entirely on the same lot and shall be located 1.0 metres from the lot line.
- The minimum driveway grade shall be 1.0 percent and the maximum grade permissible shall be 8.0 percent.

8.4 INDIVIDUAL LOT GRADING PLAN

Prior to application for a building permit, individual lot grading plans for each lot (inclusive of infill lots) shall be prepared and shall be submitted to the Town's Building Department for approval. These lot grading plans shall include the following:

- Lot description including Registered Plan Number.

- Dimensioned property limits and house location.
- House type; normal, side split, back split, etc.
- Finished floor elevation.
- Finished garage floor elevation.
- Finished and original grades over septic tile beds.
- Finished basement floor elevation.
- Top of foundation wall elevations (all locations).
- Existing and proposed lot elevations.
- Existing trees to be maintained.
- Driveway location, width and proposed grades.
- All sidewalk locations, width and proposed grades.
- Arrows indicating the direction of all surface drainage and swales.
- Location and elevation of swales.
- Location of decks, porches and patios.
- Location of terraces and retaining walls.
- Location and type of any private sewage disposal systems, reserve areas and private wells.
- Location of engineered fill (where required).
- Lot grading certificate by Developer's Engineer in accordance with the subdivision agreement requirements.
- In the case where the lot falls within SVCA's regulatory limit, the SVCA shall be consulted regarding any additional information provided on the plan.

8.5 CERTIFICATION

Prior to the release of any lot from the subdivision agreement, the Developer's Engineer shall provide certification to the Town of Hanover that the grading and drainage of the lot is in accordance with the approved lot grading and drainage plans.

SECTION 9 | PARKLAND AND LANDSCAPING

9.1 PARKLAND

Parks are an essential component of the urban area. They provide opportunities for both residents and visitors to explore other aspects of daily life and to have social, educational, and recreational experiences in a designated outdoor setting. Parkland that provides maximum benefit to the public, integrates existing natural features (such as streams and creeks) and cultural heritage resources (such as woodlots and hedge rows) in a functional manner and are a vital component of a well-planned community. The ideal park will have a wide range of features and facilities from open meadow to shady groves of trees and will accommodate use by residents with a variety of interests and capabilities.

Prior to the initiation of any design work, the Town requires pre-consultation with the Developer and their agents to address the design features for park and open space facilities.

Where park areas are dedicated to the Town as part of the development, the Developer shall grade and hydroseed the parklands so that they are suitable for recreational use. Hydroseeding will be guaranteed for two (2) growing seasons. Grading shall be to a minimum slope of 2% and appropriate drainage swales and outlets shall be provided for the municipal storm system or too an appropriate outlet. The Town may also ask for a water and sanitary service to be installed for future park amenities.

The requirement for fencing, parking or further landscaping of a park area will be reviewed with the Developer at the time of Draft Plan submission along with the location and geometry of a proposed park.

Stormwater management facilities and environmentally sensitive areas are not to be considered appropriate for parkland dedication.

All trees that die or fail to grow (as per the discretion of the Town) prior to “Final Acceptance” shall be replaced by the Developer.

Developments will incorporate the Town’s Parks, Recreations and Culture Master Plan.

https://www.hanover.ca/our-community/strategic-plans-initiatives/parks-recreation-culture-master-plan

9.2 LANDSCAPING

Boulevards shall be finished with a minimum of 150 mm of topsoil and shall be sodded or seeded.

At least one tree shall be planted in the boulevard in front of each lot (single family or semi- detached) generally within one year of the completion of the curb and gutter and paving in that section of subdivision. On corner lots, a second tree will be required on the flankage. Trees are to be planted so as not to interfere with other street functions or services when the tree matures. Trees shall be planted in the boulevard, generally opposite the driveway on any lot and not interfering with municipal services.

Trees shall at a minimum be 60-70 mm dia. measured 300 mm above the ground and shall be No. 1 nursery stock. The Town maintains a list of current species of trees acceptable for use in new development and the Town shall be consulted to designate species at the time of planting.

Tree planting and care procedure is recommended to follow the “Ontario Landscape Tree Planting Guide” from the Landscape Ontario Horticultural Trades Association.

All trees that die or fail to grow (as per the discretion of the Town) prior to “Final Acceptance” shall be replaced by the Developer.

9.3 WALKWAYS

Walkways shown on the Plan of Subdivision shall be constructed between parkland and adjacent streets or from street to street. They shall consist of a concrete sidewalk of minimum width of 1.8 m.

The walkway boulevard shall be landscaped, topsoiled and hydroseeded. A standard 1.5 m high chain link may be required fand shall be placed along both sides of the walkway “right-of-way” with bollards placed at each end of prevent vehicular traffic from using the walkway.

9.4 TRAILS/PATHWAYS

Walking Trails or Pathways are a mechanism to provide conductivity within newly created subdivisions and existing sections of the urban settlement or existing parks and trails. The Developer will look as to how to bring accessible pedestrian connectivity to the neighborhood.

The developer may be asked to install benches, bicycle racks, signage and other park features and furniture as discussed with the Town.

SECTION 10 | TRAFFIC AND STREET SIGNS

The Developer shall be responsible for erecting all traffic and street name/number signs within the development. These signs may be provided by the Town at the Developer's expense. The Developer shall further be responsible for providing lot identification signs on each lot outlining the appropriate municipal address (911 address) for said lot.

Proposed street names shall be subject to the approval of the Town. Street name signs shall be double-sided and shall be installed at every intersection.

Temporary road name signs and posts, approved by the Town, or permanent signs mounted on temporary posts, must be erected at intersections upon completion of the base course asphalt and prior to the first occupancy.

These signs must be maintained in good condition by the Developer. Permanent signs and posts must be maintained in good condition prior to the start of the maintenance period and until assumption by the Town.

Unassumed Subdivision Signage

Unassumed road signs shall be installed at all entrances to new subdivisions, in a location satisfactory to the Town, and as per the Standard Details. This signage shall be maintained in good condition by the Developer, until assumption of the subdivision, or specific phase of the subdivision by the Town.

SECTION 11| ASSET MANAGEMENT

Prior to Final Acceptance of the services as defined in the Subdivision or Development agreement, the developer shall engage their Engineer to provide the Town with a detailed list of the cost of all of the assets for the purpose of the Town's asset management system.

This list will be split into the required asset categories as directed by the Town of Hanover.

SECTION 12| PAYMENT TO DEVELOPERS

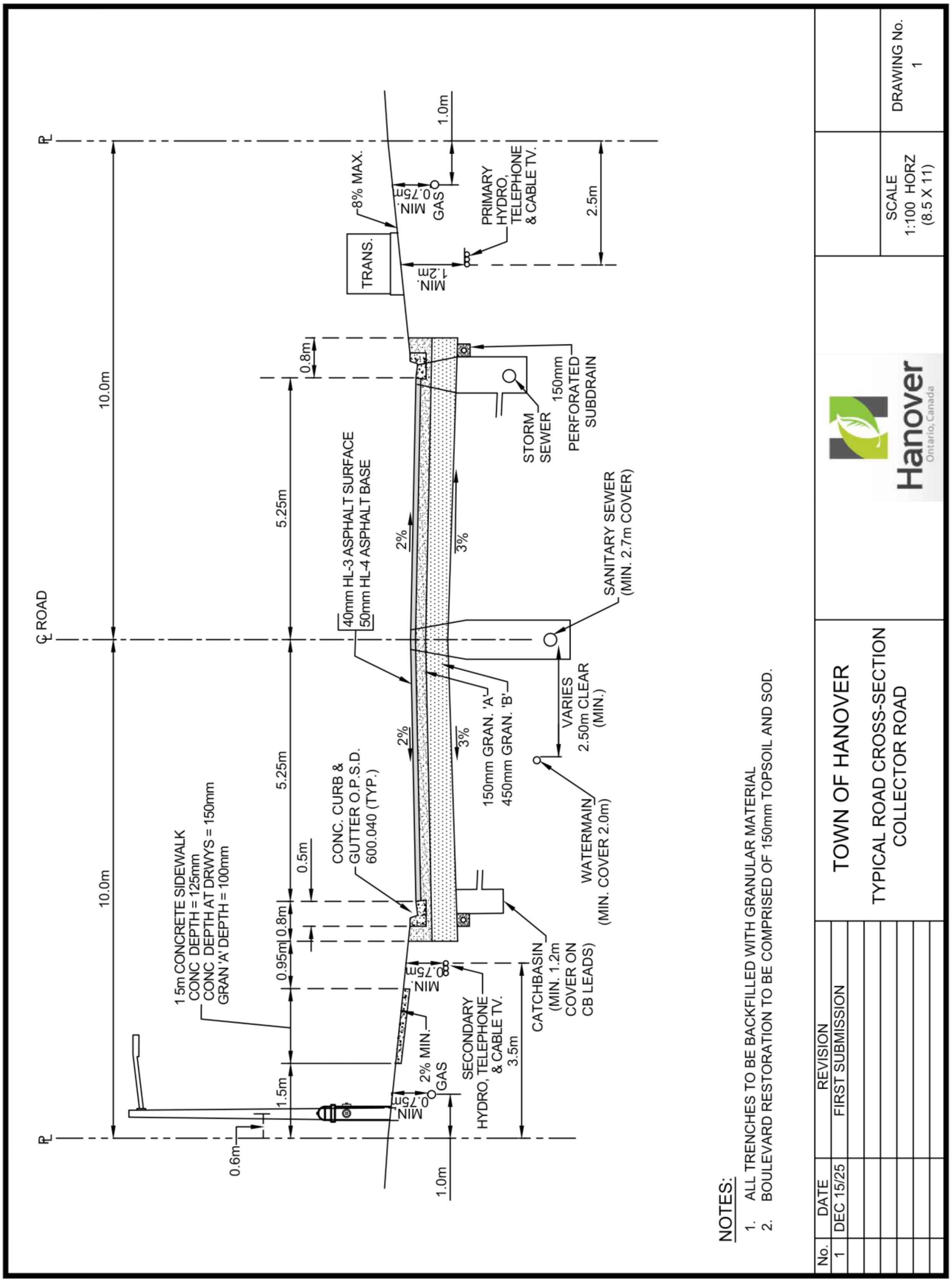
The Town shall not be liable for any costs arising out of the construction of services except potentially the oversizing of the works are required for future development. The Town may pay the marginal cost of any requested oversizing of stormwater collection works and appurtenances beyond an increase in one nominal pipe size above that which might be needed for the development.

For example, where a sanitary sewer (or a watermain) designed solely for the development might require the developer to install a 250 mm dia. pipe, a request for oversizing beyond one pipe size or 300 mm could result in the Town paying the marginal cost.

Where a storm sewer is requested that is larger than that required for the development and any offsite flows (based on their current developed state), the Town may pay the difference in cost for supplying the larger size pipe and appurtenances beyond one incremental pipe size of that needed.

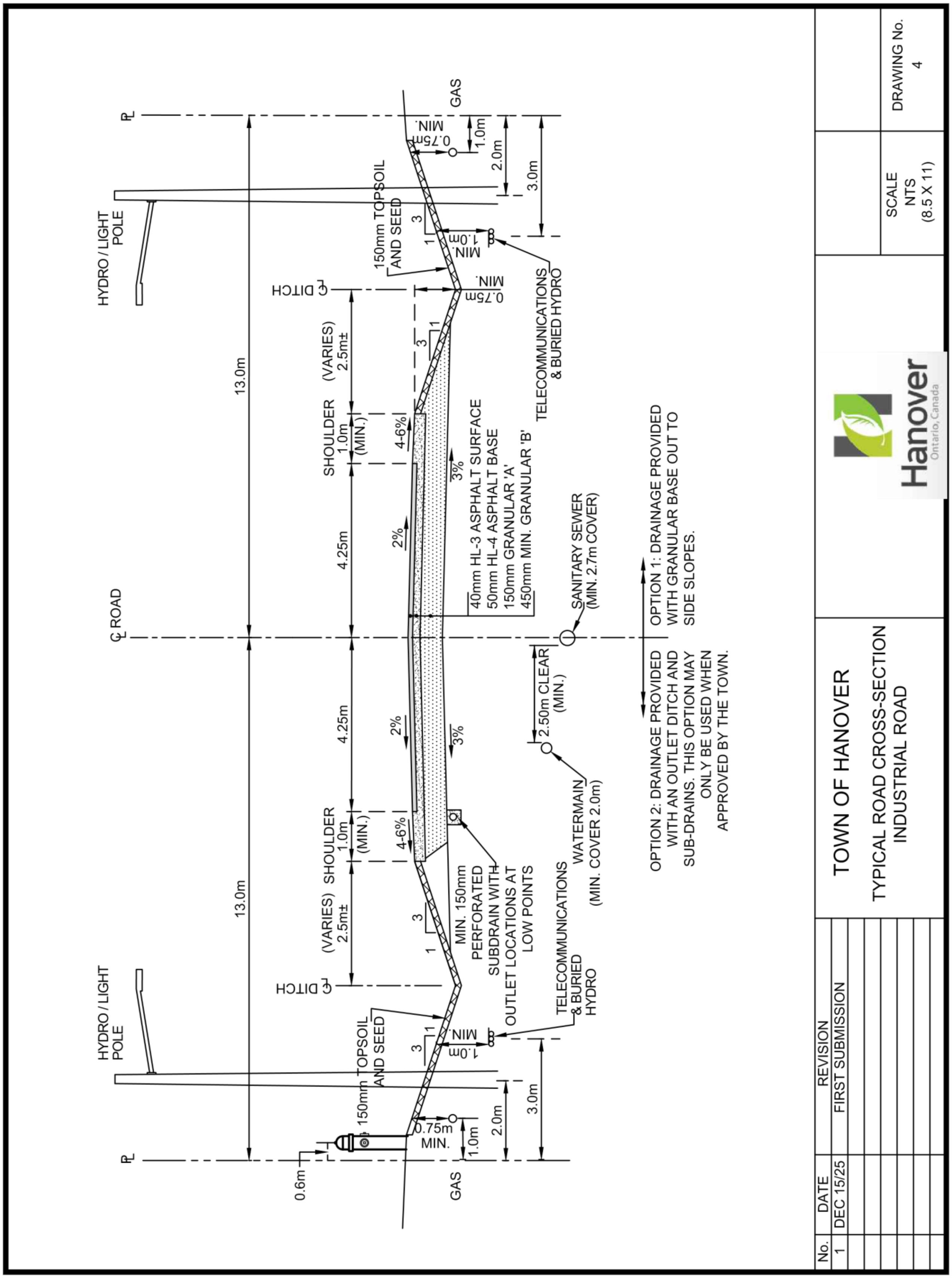
APPENDIX “A”

Typical Urban Cross Section


℄ ROAD
10.0m
10.0m
5.25m
5.25m
0.8m
0.5m
0.8m
0.95m
1.5m
0.6m
1.0m
1.0m
8% MAX.
TRANS.
MIN. 0.75m
GAS
MIN. 1.2m
PRIMARY HYDRO, TELEPHONE & CABLE TV.
2.5m
STORM SEWER
150mm PERFORATED SUBDRAIN
40mm HL-3 ASPHALT SURFACE
50mm HL-4 ASPHALT BASE
2%
3%
2%
3%
SANITARY SEWER (MIN. 2.7m COVER)
150mm GRAN. 'A'
450mm GRAN. 'B'
VARIES 2.50m CLEAR (MIN.)
WATERMAIN (MIN. COVER 2.0m)
CONC. CURB & GUTTER O.P.S.D. 600.040 (TYP.)
1.5m CONCRETE SIDEWALK
CONC. DEPTH = 125mm
CONC. DEPTH AT DRWYS = 150mm
GRAN 'A' DEPTH = 100mm
CATCHBASIN (MIN. 1.2m COVER ON CB LEADS)
MIN. 0.75m
2% MIN.
GAS
MIN. 0.75m
SECONDARY HYDRO, TELEPHONE & CABLE TV.
3.5m
NOTES:
1. ALL TRENCHES TO BE BACKFILLED WITH GRANULAR MATERIAL
2. BOULEVARD RESTORATION TO BE COMPRISED OF 150mm TOPSOIL AND SOD.
Hanover Ontario, Canada
TOWN OF HANOVER
TYPICAL ROAD CROSS-SECTION COLLECTOR ROAD
SCALE 1:100 HORZ (8.5 X 11)
DRAWING No. 1
No. DATE REVISION
1 DEC 15/25 FIRST SUBMISSION

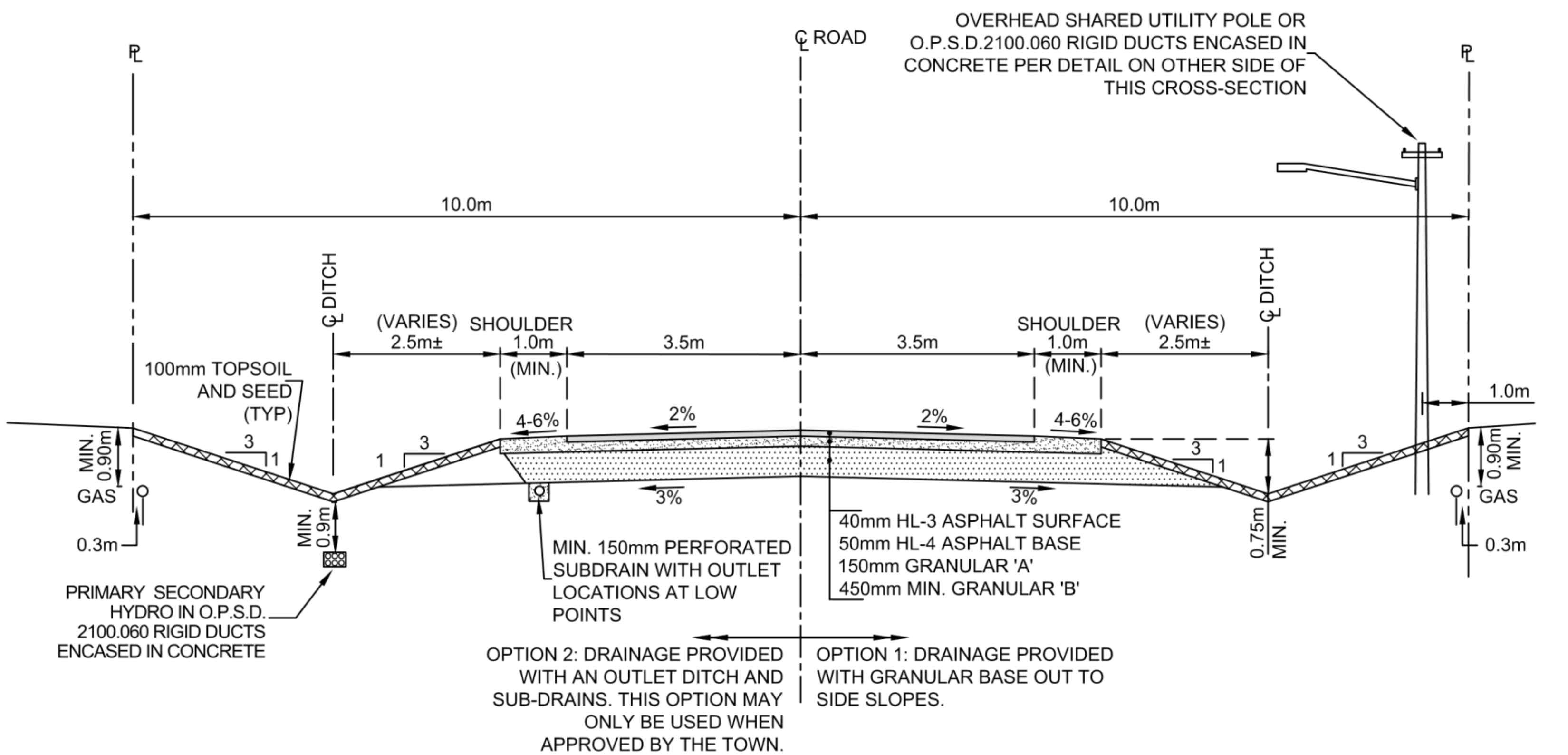
APPENDIX “B”

Typical Collector Cross Section


TOWN OF HANOVER
TYPICAL ROAD CROSS-SECTION
INDUSTRIAL ROAD
DRAWING No.
4
SCALE
NTS
(8.5 X 11)
No. DATE REVISION
1 DEC 15/25 FIRST SUBMISSION
Hanover
Ontario, Canada
HYDRO / LIGHT POLE
℄ ROAD
℄ DITCH
13.0m
4.25m
1.0m (MIN.)
SHOULDER
(VARIES) 2.5m±
2%
3%
4-6%
40mm HL-3 ASPHALT SURFACE
50mm HL-4 ASPHALT BASE
150mm GRANULAR 'A'
450mm MIN. GRANULAR 'B'
150mm TOPSOIL AND SEED
TELECOMMUNICATIONS & BURIED HYDRO
GAS
0.75m MIN.
1.0m MIN.
1.0m
2.0m
3.0m
0.6m
SANITARY SEWER (MIN. 2.7m COVER)
WATERMAIN (MIN. COVER 2.0m)
2.50m CLEAR (MIN.)
MIN. 150mm PERFORATED SUBDRAIN WITH OUTLET LOCATIONS AT LOW POINTS
OPTION 1: DRAINAGE PROVIDED WITH GRANULAR BASE OUT TO SIDE SLOPES.
OPTION 2: DRAINAGE PROVIDED WITH AN OUTLET DITCH AND SUB-DRAINS. THIS OPTION MAY ONLY BE USED WHEN APPROVED BY THE TOWN.

APPENDIX “C”

Typical Industrial Cross Section



No.	DATE	REVISION
1	DEC 15/25	FIRST SUBMISSION

TOWN OF HANOVER

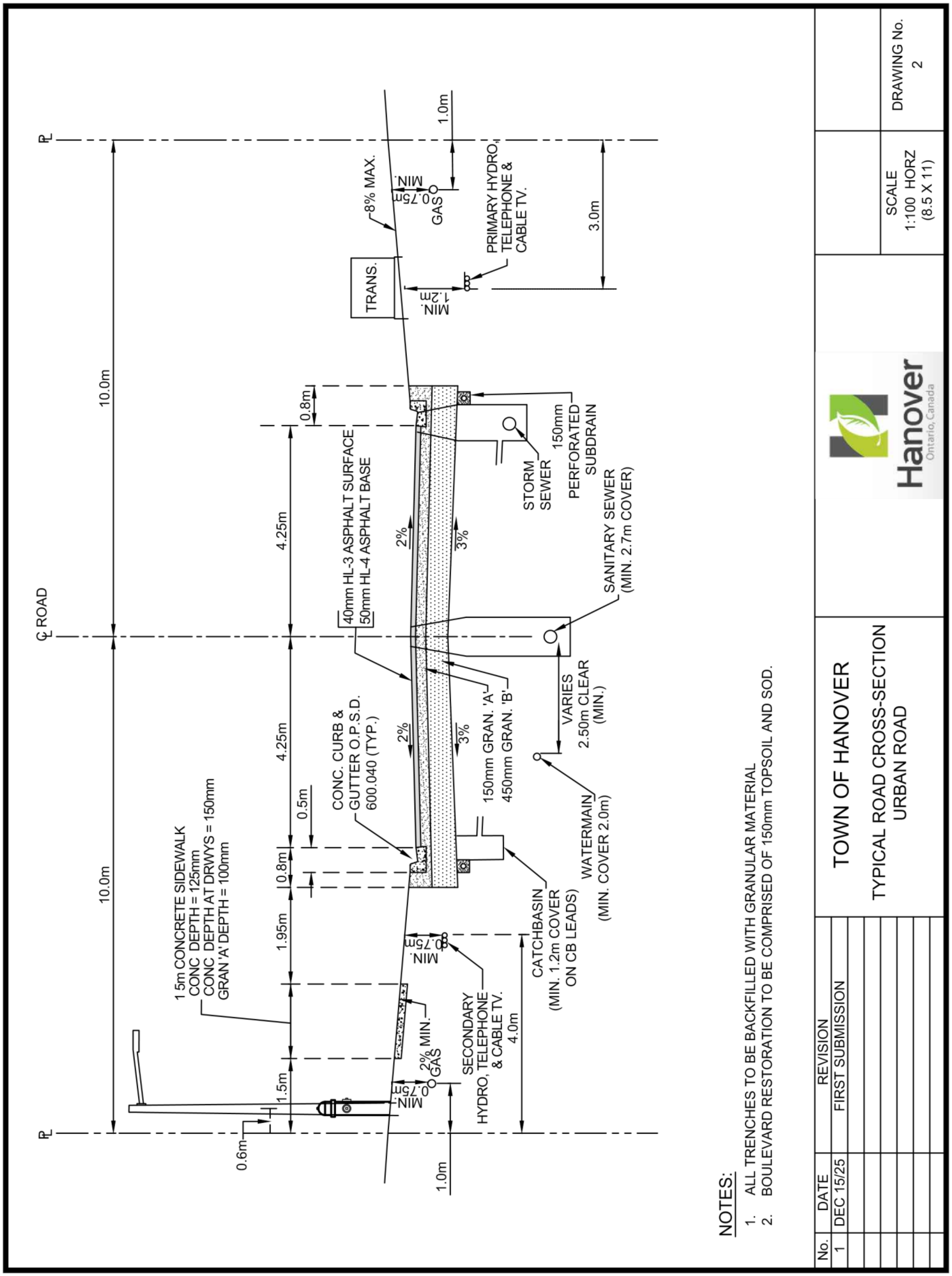
TYPICAL ROAD CROSS-SECTION
RURAL ROAD

SCALE
1:100 HORZ
(8.5 X 11)

DRAWING No.
3

APPENDIX “D”

Typical Rural Road Cross Section


℞
℄ ROAD
10.0m
10.0m
0.8m
4.25m
4.25m
0.5m
0.8m
1.95m
1.5m
0.6m
1.0m
1.0m
8% MAX.
0.75m MIN.
GAS
PRIMARY HYDRO, TELEPHONE & CABLE TV.
3.0m
TRANS.
1.2m MIN.
40mm HL-3 ASPHALT SURFACE
50mm HL-4 ASPHALT BASE
2%
3%
2%
3%
STORM SEWER
150mm PERFORATED SUBDRAIN
SANITARY SEWER (MIN. 2.7m COVER)
VARIES 2.50m CLEAR (MIN.)
150mm GRAN. 'A'
450mm GRAN. 'B'
CONC. CURB & GUTTER O.P.S.D. 600.040 (TYP.)
WATERMAIN (MIN. COVER 2.0m)
CATCHBASIN (MIN. 1.2m COVER ON CB LEADS)
1.5m CONCRETE SIDEWALK
CONC DEPTH = 125mm
CONC DEPTH AT DRWYS = 150mm
GRAN 'A' DEPTH = 100mm
0.75m MIN.
2% MIN.
GAS
SECONDARY HYDRO, TELEPHONE & CABLE TV.
4.0m
NOTES:
1. ALL TRENCHES TO BE BACKFILLED WITH GRANULAR MATERIAL
2. BOULEVARD RESTORATION TO BE COMPRISED OF 150mm TOPSOIL AND SOD.
No. DATE REVISION
1 DEC 15/25 FIRST SUBMISSION
TOWN OF HANOVER
TYPICAL ROAD CROSS-SECTION
URBAN ROAD
Hanover Ontario, Canada
SCALE 1:100 HORZ (8.5 X 11)
DRAWING No. 2

APPENDIX “E”

STORMWATER MANAGEMENT STANDARD FOR SITE PLANS OR SMALL DEVELOPMENTS

SECTION E1 | DRAINAGE POLICIES

1. APPLICATIONS

These drainage policies will apply to all development or redevelopment requiring site plans or other planning approvals. Where the local Conservation Authority determines the development is in their regulated area or they have an interest in the development, their standard and policies shall apply.

2. DRAINAGE OBJECTIVES

The Town of Hanover has set the following objectives for the management of storm drainage within its boundaries:

- Reduce to acceptable levels, the potential risk of health hazards, loss of life and property damage from flooding.
- Reduce to acceptable levels, the incidence of inconvenience caused by surface ponding and flooding.
- Ensure that any development or redevelopment minimizes
- the impact of change to the groundwater regime; increased pollution; increased erosion or increased sediment transport, especially during construction; and impact to surrounding lands and areas of existing development.
- Maintain, where applicable, any natural stream channel geometry insofar as it is feasible while achieving the above objectives.

3. ATTAINMENT OF DRAINAGE OBJECTIVES

3.1 Major and Minor Systems

In general, the Town of Hanover supports the concept of drainage having two separate and distinct components – the minor drainage system and the major drainage system. The minor system comprises swales, street gutters, ditches, catch basins and storm sewers. The major system comprises the natural streams and valleys and man- made channels, roads, or other overland conveyance systems.

3.2 Run-off Quality Control

The Town requires developers, contractors and builders to plan and execute their operations so as to minimize sediment and debris pickup and transport to water bodies. The degree of control and methods used must meet the regulations and standard of the MECP, MNRF, MTO, and local conservation authorities.

The Town will expect all erosion control works to be properly maintained throughout the duration of the project.

3.3 Conservation Authority Criteria

In the design of new drainage systems within areas regulated by the local Conservation Authority, the Developer's Engineer will be required to follow the most recent edition of the Authority's Stormwater Management Policies and Technical Standard.

MAJOR SYSTEM

a) Hazard Lands and Flood lines

The Town of Hanover requires that Hazard Lands be clearly defined on all watersheds and that no development other than necessary access or services be located herein. The Town also requires that the floodplains that would result from the 1:100 and Regional storms be defined for predevelopment and post development conditions.

Consultation with the local Conservation Authority will be necessary when dealing with Hazard Lands.

b) Detention Ponds

Detention Ponds shall be design so as to minimize any adverse effects to the environment as well as ensuring the safety of local residents. Unless noted otherwise, detention ponds are to be designed in accordance with the Ministry of the Environment, Conservation and Parks Stormwater Management Planning and Design Manual (March 2003), or the latest edition.

MINOR SYSTEM

a) Watershed Area

The watershed area shall be determined from the contour plans and shall include all areas that naturally drain into the system. Fringe areas not accommodated in adjacent drainage systems, and any areas which may become tributary by reason of re-grading.

b) Storm Drainage Plans

<u>External Areas</u>

A plan shall be prepared to a scale dependent on the size of the watershed area, to show the nature of the drainage of the lands surrounding the development site. The area to be developed and all existing contours used to justify the design shall be clearly shown. This plan shall be prepared and submitted to the Town's Engineer at the functional report stage.

Internal Drainage Plan

All internal drainage plans shall be prepared and shall include all streets, blocks, lots and easements. The proposed storm sewer system shall be shown on this plan with all maintenance holes and the area contributing to each structure shall be clearly outlined on the plan. The area in hectares and the run-off coefficient shall be shown within the contributing area.

In determining the contributing area to each storm sewer structure, the proposed lot grading must be considered to maintain consistency in the design.

The length, size, and grade of each section of the minor system shall also be shown on the storm drainage plan. Arrows should depict the overland flow route and the extent of flooding from the major storm.

Rain water leaders shall not be connected directly to the storm sewer system. Leaders on all single family and semi-detached residential units shall be constructed in a manner so as to not interfere with adjacent properties. Sump pump discharge should discharge to the side yard swale.

4. HYDRAULIC DESIGN

4.1 Design Levels

The system of street gutters, catch basins, storm sewers or open ditches, where permitted, shall be designed for the 1:5 year storm. Culverts or sewers crossing major County roads or Provincial highways shall be designed and approved in accordance with the requirements of the County of Grey Highways Department or the Ministry of Transportation, respectively.

4.2 Rational Method

In general, the Rational Method shall be used for the sizing of the minor sewer system at the final design stage. Calculations based on a hydrologic simulation model are required for systems serving large areas or involving treatment and/or storage systems.

4.3 Stormwater Management Report

Hydrologic studies should describe the model parameters and criteria for their selection as well as input and output data. The Consulting Engineer has the responsibility for the computations, and the Town’s Engineer shall check the main assumptions and the input data.

All information required for this verification shall be submitted with the hydrologic computations. Copies of the report, where required, shall be provided to the local Conservation Authority and the MECP for approval purposes.

Each report shall include a section outlining the following:

- Run-off Quantity Control
  - Address the impact of the minor and major storm as required in these standard for both predevelopment and post development regimes.
- Run-off Quality Control
  - Address best management practices proposed to achieve desired treatment.
  - Refer to MECP Stormwater Management Planning and Design manual and Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains.
- Erosion and Sediment Control Plan
  - Provide comments and detail on a Site Plan or a separate plan as part of the submission.
- Major System/Overland Flow Routes
  - Provide extent of flood for the Major Storm or Site Plan
  - Show major storm route
  - Comment on a right to access of major storm routes based on land ownership on adjacent lands
- Maintenance Considerations
  - Address ownership and obligation for maintenance
  - A maintenance manual outlining maintenance tasks and frequency of maintenance activities shall be provided as part of the Stormwater Management Report process.
- Facility Access
  - Access to all areas of any proposed facility needs to be detailed and commented on in the report.

5. STORM SEWER DESIGN

The requirements for storm sewer design shall be in accordance with the latest edition of the Ministry of the Environment, Conservation and Parks Design Standard.

5.1 Location

Any storm sewers within road allowances shall be located as shown on the standard Town of Hanover, road cross section drawings (Appendix ‘A’).

5.2 Limits

All sewers shall be terminated at the development limits when external drainage areas are considered in the design. Suitable provision shall be provided to allow for the future extension of the sewer (i.e., maintenance hole knock-outs, sewer stubs, etc.).

5.3 Sewer Alignment

All storm sewers shall be laid in a straight line between maintenance holes.

5.4 Pipe Crossings

A minimum clearance of 0.20 metres shall be provided between the outside of all pipe barrels at all points of crossing. In the event of watermain crossing, Ministry of the Environment, Conservation and Parks separation distances shall apply.

In cases where the storm sewer crosses a recent utility trench at an elevation higher than the elevation of the utility, a support system shall be designed to prevent settlements of the storm sewer, or alternatively the utility trench is to be excavated and backfilled with compacted crushed stone or concrete to adequately support the storm sewer. When the storm sewer passes under an existing utility, adequate support shall construction to prevent damage to that utility. In either case, the support system shall meet the minimum requirements provided by the utility company.

5.5 Changes in Pipe Size

No decrease of pipe size from a larger upstream pipe to a smaller downstream size will be allowed regardless of the increase in grade.

5.6 Sewer Pipe Materials

- Concrete Sewer Pipe (Rigid)
  - 150 mm to 375 mm Class 3
  - 375 mm or greater as specified in the tender form
- Polyvinyl Chloride (PVC) Pipe (Flexible)
  - Class SDR35 or Class V (320 kPa)
  - Annular ribbed profile for ribbed pipe
- Polyethylene Sewer Pipe (Flexible) – CSA certified Sewer Class to B 182.6
  - 150 mm to 600 mm
  - Smooth inner wall, annular corrugated profile (320 kPa), 15 PSI bell and spigot joints shall have elastomeric gaskets (CSA certified to B 182.6)

The Town shall be consulted for the material of any storm sewer > 900 mm or deeper than 5 metres

5.7 Pipe Bedding

The class of pipe and the type of bedding shall be selected to suit loading and proposed construction conditions. Details and types of bedding are illustrated in OPS Drawing 802.03.

5.8 Backfill for Sewers

Backfill for sewers shall be in accordance with OPSD 803.04.

6. MAINTENANCE HOLES

6.1 Location

Maintenance holes shall be located at each change in alignment, grade or pipe material, at all pipe junctions and at intervals along the pipe to permit entry for maintenance to the sewer.

6.2 Maximum Spacing of Maintenance Holes

Maintenance hole spacing shall be as per MECP Design Guidelines as follows:

Sewer Diameter (mm)	Maximum Spacing (m)
300 to 975	110
1050 to 1350	130
1500 to 1650	160
1800 and above	305

6.3 Maintenance Hole Types

Maintenance holes may be constructed of precast or poured concrete. The standard maintenance hole details as shown on the OPS Drawings shall be used for maintenance holes. In cases where the standard drawings are not applicable, the maintenance holes shall be individually designed and detailed.

Precast maintenance holes shall conform to ASTM specifications C-478 M latest revision.

A reference shall be made on all profile drawings to the type and size of all storm maintenance holes.

6.4 Maintenance Hole Design

- Safety gratings shall be provided in all maintenance holes when the depth of the structure exceeds 5.0 m.

- When the difference in elevation between the obvert of the inlet and outlet pipes exceeds 0.9 m, a drop structure shall be placed on the inlet pipe.

- All storm sewer maintenance holes shall be benched in accordance with the OPS Drawings.

6.5 Grades for Maintenance Hole Frames and Covers

All maintenance holes located within the traveled portion of a roadway shall have the rim elevation set flush to the base course of asphalt.

Prior to the placement of the surface course asphalt the maintenance hole frame shall be adjusted to the finished grade of asphalt. Steel adjusting rings will not be permitted. The parging and setting of the frame and cover shall be in accordance with the details on the OPS Drawings. A maximum of 300 mm of modular rings shall be permitted on maintenance hole in new subdivisions.

6.6 Head Losses Through Maintenance Holes

Suitable drops shall be provided across all maintenance holes to compensate for the loss of energy due to the change in flow velocity and for the difference in the depth of flow in the sewers.

The minimum drops across maintenance holes shall be as follows:

Change of Direction	Minimum Drop (mm)
1 to 45 degrees	30 mm
46 to 90 degrees	60 mm

7. CATCH BASINS

7.1 Location and Spacing

Catch basins shall be generally located upstream of sidewalk crossings at intersections.

Catch basins spacing will vary with street width, grade and cross fall, the location shall be provided on both sides of the street at all low areas with the maximum spacing as noted:

Road Gradient (%)	Maximum Spacing (m)
0 to 3	110
3.1 to 4.5	90
Over 4.5	75

Double catch basins shall normally be required when the catch basin intercepts flow from more than one direction. Single catch basins may be used in the case where the total length of drainage to the catch basin is subject to the analysis of the major – minor system.

Rear lot catch basins and connections shall be located as outlined in the lot grading criteria and in all cases shall discharge/connect to a structure.

7.2 Catch Basin Types

Catch basins must be precast with full depth sumps, as shown on the OPS Drawing 705.010.

Special catch basins and inlet structures shall be fully designed and detailed by the Consulting Engineer.

7.3 Catch Basin Connections

Type	Minimum Size of Connection	Minimum Grade of Connection
Single and Double Catch Basins	300 mm	1.0%
Rear Lot Catch Basin	250 mm	1.0%

7.4 Catch **Basins** Frame and Covers

The frame and cover for catch basins shall be as detailed in the OPS Drawing 400.110.

8. INLETS, OUTFALLS AND SPECIAL STRUCTURES

8.1 Inlets

Inlet structures must be fully designed and detailed on the Engineering Drawings. Gabions, rip rap or concrete shall be provided at all inlets to protect against erosion and to channelize flow to the inlet structure.

8.2 Outlets

The OPSD 804.030 standard headwall shall be used for all storm sewers up to 900 mm in diameter. For sewers over 900 mm in diameter, the OPSD 804.040 headwall shall be used. All headwalls shall be equipped with a grating over the outlet as per OPSD 804.050.

Suitable erosion protection, which may include gabions, rip rap, concrete or other erosion protection shall be provided to the satisfaction

of the regulatory agencies at all outlets to prevent erosion of the watercourse and the area adjacent to the headwall.

8.3 Open Channels

The proposed criteria for an open channel shall be submitted to the Town for their approval. The Consulting Engineer shall be responsible for obtaining approval from the MNRF, MECP, and the local Conservation Authority, if the open channel concept is favourably considered.

The Conservation Authority shall be consulted during initial project planning in regard to any potential watercourse alterations associated with the development proposal.

Watercourse alterations are subject to permitting requirements under the Authority's

- Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 147/06).

Planned watercourse alterations may, in addition, be subject to other Agency requirements:

- DFO;
- MNRF;
- Navigable Waters (Transport Canada); and
- Drainage Act.

Hanover
Ontario, Canada

Staff Report To Council

From: Jamie McCarthy, Manager of Public Works & Projects

Date: August 10, 2026

Report: PW-16-26

Subject Financial Analysis for Sidewalks on 22nd Avenue A

Recommendation

That Report PW-16-26 Financial Analysis for Sidewalks on 22nd Avenue A be received; and

That council provide direction on the preferred option.

Background

At the July 13, 2026 meeting, council received a joint report that provided further information and costing for sidewalk options that had been requested for the Saugeen Cedar Heights West (SCHW) subdivision. During deliberations council approved the following resolution:

That council direct staff to investigate the cost of extending the sidewalk on the east side of 22nd Avenue A from its current point of termination on 18th Street southerly to 17th Street as well as the restoration of the former trail access parking lot located near the Saugeen River on 24th Avenue; and

Further that the use of any potential available grant funding for these purposes be explored.

As directed by council, staff have investigated the costs to construct a concrete sidewalk on 22nd Avenue A on the easterly side from mid-block heading south to 17th Street. As well, as reinstating the trail head parking lot on 24th Avenue north of the bridge.

Discussion

As requested by council, staff are providing a financial analysis for the resolution stemming from the July 13th meeting, the construction of concrete sidewalks and trailhead parking lot as described above are both new initiatives outside of the adopted 2026 capital budget projects.

Table 1: Associated Costs

Item	Description	Estimated Cost
1	Sidewalk on 22nd Avenue A southerly to 17th Street	$10,000
2	Trailhead Parking Lot on 24th Avenue	$4,000
	Total	**$14,000**

Noting that the council approved (October 2021) PW-004 Sidewalk Installation Policy details the criteria for new sidewalk installation within the Town of Hanover. The requested sidewalk may fall outside of the aforementioned policy.

The policy was created to provide structure and predictability for sidewalks. As the Town grows and needs change, the policy should be revisited.

Financial Implications

Staff have worked through various scenarios and are providing council with the following financial impacts for consideration.

Option 1: Status Quo

Currently the Public Works Department does not have funds to complete the additional sidewalk as mentioned above. If council chooses to keep the status quo it would not impact reserves or require transfers from other budget lines.

Option 2: Install Sidewalks and Complete Trailhead Reinstatements

Funding for the $14,000 work will require pulling funds from general reserves. This would allow for the installation and no impact on the tax levy.

Option 3: Budget for Sidewalk and Trailhead Reinstatements during the 2027 Budget Process

This option would allow for council to review all other projects and commitments prior to moving forward with new sidewalks on 22nd Avenue A and trailhead works.

Link to Strategic Plan

This report supports the indicated Strategic Goals and Action Plans of the Town of Hanover.

☒ **Goal 1**: **Safe and Reliable Infrastructure**
Build, maintain and continuously improve our municipally owned properties, buildings, and equipment.

☐ **Goal 2: Healthy and Welcoming Community**
Care for our natural environment and provide an enviable quality of life for everyone who calls Hanover “home”.

☐ **Goal 3: Strong and Vibrant Economy**
Refresh downtown Hanover and retain and attract local economic investment and jobs.

☒ **Goal 4**: **Balanced Growth**

Work together to create a community we can all be proud of.

☒ **Goal 5**: **Open and Responsible Government**

Deliver services in a friendly, efficient and effective manner while providing an exceptional working environment for our employees.

Respectfully submitted,

Jamie McCarthy
Manager of Public Works & Projects

Andrew Wilken
Director of Development and Infrastructure/CBO

Concurrence,

Sherri Walden
CAO

Hanover
Ontario, Canada

Staff Report To Council

From: Jamie McCarthy, Manager of Public Works and Projects

Date: August 10, 2026

Report: PW-17-26

Subject **Hanover Cemetery By-Law Amendment**

Recommendation

That Report PW-17-26 Hanover Cemetery By-Law Amendment be received; and

That council approves the update as presented in By-Law Amendment 3411-26 to Cemetery By-Law No. 3265-23.

Background

On May 5, 2026, the Town of Hanover (Town) officially expanded its boundaries, and 1,600 hectares of land are now part of the Town. The new lands were of mixed use with one of the parcels being a pioneer inactive cemetery, St. George's Cemetery maintained by the Municipality of West Grey (West Grey).

St. George's Cemetery located at 401317 Grey Road 4 is now within Town boundaries and is legally described as PT Lot 16, Concession 1. Signage found at the cemetery show that it was active from 1847 to 1968. West Grey has formally transferred the cemetery to the Town, and all documents have been processed by the Bereavement Authority of Ontario (BAO) to have St. George's under the Town cemetery license.

Discussion

Currently, the cemetery by-law for the Town does not reflect inactive cemeteries and therefore the following amendment is required to ensure protection, and that required policies apply to active, inactive and memorial cairn site(s).

Staff worked with the BAO Licensing department and have confirmed that the suggested changes are minor in nature, do not change the overall intent of the Cemetery By-Law No. 3265-23, and the Notice of Filing Requirements have been waived by the licensing officer.

Financial Implications

There are no major financial implications stemming from the recommendation of this report.

A sign to indicate ownership, license number and contact information for the Town will be ordered and installed and the cost of $50.00 will be able to be covered by current budget allocation.

Link to Strategic Plan

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Respectfully submitted,

Jamie McCarthy
Manager of Public Works and Projects

Andrew Wilken
Director of Development and Infrastructure/CBO

Concurrence,

Sherri Walden
CAO

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3411-26

A by-law to amend By-law 3265-23, a by-law to maintain, manage, regulate and control the Town of Hanover cemetery.

WHEREAS Section 8, 9 and 11 of the Municipal Act, 2001 S.O 2001 c. 25 provides that a municipality may govern its affairs as it considers appropriate, and provide any service that the municipality considers necessary or desirable for the public;

AND WHEREAS pursuant to Section 224 (c) and (d) of the Municipal Act, 2001, S.O. 2001, Council may determine which services the municipality provides and ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;

AND WHEREAS section 150 of Ontario Regulation 30/11 (O. Reg. 30/11) under the Funeral, Burial and Cremation Services Act, 2002 S.O. 2002, c. 33 provides that a cemetery operator may make by-laws governing the operation of the cemetery;

AND WHEREAS the Council of the Town of Hanover deems it in the public interest to amend By-Law No. 3265-23 to ensure all cemeteries within the Town of Hanover are considered within the by-law and update the definition of Cemetery.

NOW THEREFORE the Council of the Corporation of the Town of Hanover hereby enacts as follows:

1. THAT the purpose of the by-law be amended by replacing the purpose with the following:

BEING A By-law to maintain, manage, regulate and control the cemeteries within the Town of Hanover.

2. THAT Section 1 – Definitions be amended by replacing the definition of Cemetery with the following:

Cemetery means the active and inactive lands set aside and approved for the interment of human remains and includes a columbarium, chapel, or other such structures and under the jurisdiction of the Town of Hanover.

3. THAT all other provisions of By-law No. 3265-23 shall remain in full force and effect.

READ a **FIRST, SECOND** and **THIRD TIME** and **FINALLY PASSED** this 10th day of August, 2026.

____
Susan Paterson, Mayor

____
Vicki McDonald, Clerk

Hanover
Ontario, Canada

Staff Report To Council

From: Sherri Walden, CAO

Date: August 10, 2026

Report: CAO-09-26

Subject **Library Facility Investigation Ad Hoc Committee Terms of Reference**

Recommendation

That Report CAO-09-26 Library Facility Investigation Ad Hoc Committee Terms of Reference be received; and

That council approves the Library Facility Investigation Ad Hoc Committee Terms of Reference as detailed.

Background

At the April 20, 2026, meeting, council received a delegation from Hanover Public Library CEO/Chief Librarian, Carolyn Caskanette. She detailed the 2025 space needs update for the library. The original space needs report had been completed in 2015. The 2025 report identified that the current library is half the size recommended by provincial standards for the population it serves (15,000 as stated in the space needs report). It was noted that the report outlines options for exploring expanding or alternative library space. During the delegation, the Hanover Public Library Board requested that council strike a Library Investigation Ad Hoc Committee to explore the options for a new or renovated library space.

At this meeting, council adopted the following resolution:

That council direct staff to provide a follow-up report with respect to the proposed creation of a Library Investigation Committee to explore the options for a new or renovated library space.

The following actions included in adopted Town plans support this investigation and consideration for possible collaboration opportunities:

Hanover Strategic Plan 2023 to 2027

1.2 Optimize the delivery of essential serves by maintaining and upgrading our facilities / equipment.

> f. Explore options and costs for upgrade library. Council decision on moving forward with preferred option.

Hanover Downtown Plan 2026

An action within the beautiful and welcoming downtown work program includes the following: Investigate a Dedicated Library, Cultural & Business Centre

The **Hanover Public Library Strategic Plan 2024 – 2029** includes the following action:

1.2 Planning our future space to better serve our growing community.

c. Collaborate with the Municipality to engage a design / engineering firm to work with Library Board and staff to produce future-state library design concepts and options based on mutually acceptable locations, including estimating costs. The outcome of this process will be costed-out Preferred Option.

Discussion

The proposed Library Facility Investigation Ad Hoc Committee Terms of Reference (ToR) are attached to this report. The following is a summary of the key components of the proposed ToR.

Project Scope | To coordinate and oversee the evaluation of potential options for the Hanover Public Library facility by investigating the feasibility, costs, and implications of a potential library facility development.

Objectives | The objectives are detailed in the following task areas: Project Planning and Coordination, Needs Assessment and Feasibility, Stakeholder and Community Engagement, Risk, Cost, and Funding Analysis and Reporting and Recommendations The end result would be a final report summarizing findings, analysis, high level financial estimate and recommendations for the preferred option(s) provided for council's consideration.

Committee Composition | The proposed committee composition is 5 committee members comprised of a council representative, library board representative, Town of Hanover Chief Administrative Officer (CAO). Library CEO / Chief Librarian and 1 public member appointee. As required, other municipal staff (e.g., Director of Corporate Services / Treasurer, Chief Building Official) will be engaged to provide required information and expertise to achieve the project's objectives.

Chairperson and Reporting Relationship | The committee would be an Ad Hoc Advisory Committee established by council in accordance with the adopted terms of reference. The committee reports directly to council with minutes provided through established processes. The committee report and communications will be directed to council through the CAO. The Hanover Public Library Board representative and CEO / Chief Librarian will provide project updates to the Library Board.

Committee Term | Committee recruitment will be aligned with the 2026 to 2030 term for the committees of council. The Committee would operate for the duration of the investigation and information development phase.

Meeting Times and Locations | Meeting time and location will be at the call of the chair. Generally, the meeting time will occur during the period of 8:30 am to 4:30 pm.

Pending council’s approval of the ToR and subsequent committee appointment confirmation, it is anticipated this committee would begin their work in early 2027.

Financial Implications

The are no direct financial implications with this report.

Link to Strategic Plan

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☒ **Goal 5**: **Open and Responsible Government**
Deliver services in a friendly, efficient and effective manner while providing an exceptional working environment for our employees.

Respectfully submitted,

Sherri Walden
CAO

TOWN OF HANOVER | HANOVER PUBLIC LIBRARY FACILITY INVESTIGATION AD HOC COMMITTEE | TERMS OF REFERENCE

1.0 Project Scope

The Town of Hanover Council is establishing a Hanover Public Library Facility Investigation Ad Hoc Committee to coordinate and oversee the evaluation of potential options for the Hanover Public Library facility. The Committee will align its work with the Town of Hanover Strategic Plan, the Hanover Public Library Strategic Plan and other applicable recommendations or actions in recent Town of Hanover approved plans (ie Downtown Plan) by investigating the feasibility, costs, and implications of a potential library facility development.

The Committee's work will focus on reviewing the Library Space Needs Report, addressing current and future community needs, improving accessibility and functionality, exploring partnership opportunities, and supporting the delivery of library services and programs for the current population and the Town's anticipated growth. The Committee will assist in obtaining relevant information, consideration for other Town approved plan actions that provide collaborative opportunity, exploring options such as renovation or new build, potential sites and partnerships, costs, projected timelines and develop library facility recommendations for council's consideration.

2.0 Objectives

At a minimum, the objectives of the Committee are as follows:

2.1 Project Planning and Coordination

- Develop and maintain a project work plan identifying tasks, milestones, deliverables, responsibilities, and timelines.
- Coordinate communication and collaboration with Council, Library Board, municipal staff, consultants, and community partners.
- Identify required resources such as staff, consultants, and financial.

2.2 Needs Assessment and Feasibility

- Review current library use, service trends, demographics, accessibility standards, and community needs.
- Consider actions in the Downtown Plan and other recent Town of Hanover plans for possible collaborative opportunities with the library facility investigation.
- Evaluate facility development options (such as renovate, new construction, land acquisition for renovation or new construction) using criteria such as space, flexibility, accessibility, sustainability, and operational impact.
- Assess potential sites and co-location opportunities, considering ownership, zoning, access, visibility, parking, and expansion potential.

- Assess the need for and recommend for consideration other work to be undertaken to inform the direction (i.e. feasibility studies, concept plans, high-level design concepts, cost estimates, and environmental considerations).

2.3 Stakeholder and Community Engagement
- Provide consistent and transparent communication to council and library board through the appointed representatives.
- Consider and engage potential partners (e.g., educational institutions, community groups, municipal departments) to explore joint-use opportunities.

2.4 Risk, Cost, and Funding Analysis
- Complete SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for each potential option identified.
- Provide high level capital cost estimate, including lifecycle considerations for each potential option identified.
- Provide operating cost estimate implication or considerations for each potential option identified.
- Identify potential funding options (i.e. municipal capital planning, grants, or partnerships) recognizing that separate processes will govern fundraising and financing.
- Suggest implementation timing with consideration for the Town's 5 and 10 year capital forecast.

2.5 Reporting and Recommendations
- Provide interim updates to council through minutes and appointed representative updates.
- Provide updates to the library board through the appointed committee representative.
- Prepare a final report summarizing findings, analysis, high level financial estimate and recommendations for the preferred option(s) to council.

3.0 Committee Composition

Membership on the Hanover Public Library Investigation Ad Hoc Committee shall include representatives from council, the Hanover Public Library Board, and municipal staff. Composition will be as follows:
- Hanover Council representative (1)
- Hanover Public Library Board representative (1)
- Town of Hanover Chief Administrative Officer (CAO)
- Hanover Public Library CEO/Chief Librarian
- Public Member (1)

TOWN OF HANOVER | HANOVER PUBLIC LIBRARY FACILITY INVESTIGATION AD HOC COMMITTEE | TERMS OF REFERENCE

Committee members shall be appointed by council consistent with Town policies and processes.

As required, other municipal staff (e.g., Director of Corporate Services / Treasurer, Chief Building Official) will be engaged to provide required information and expertise to achieve the project's objectives.

4.0 Chairperson and Reporting Relationship

- The committee is an Ad Hoc 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 shall elect a Chair and Vice-Chair from among its voting members.
- Decisions of the Committee shall be reached by consensus where possible.
- Committee minutes will be provided to Hanover Council through established processes, with the appointed council representative providing verbal report.
- The Hanover Public Library Board representative and CEO / Chief Librarian will provide project updates to the Library Board.
- The committee reports directly to council, under the signature of the chair or designate. The committee report and communications will be directed to council through the CAO. The committee chair, or designate, will be present at council when the committee report is being considered. The committee may also appear before council as a delegation.

5.0 Committee Term

- Committee recruitment will be aligned with the 2026 to 2030 term for the committees of council.
- The Committee shall operate for the duration of the investigation and information development phase.
- The Committee will be dissolved upon providing the final report to Hanover Council, or upon council's determination that the Committee's work is complete or its mandate has changed.

6.0 Conduct

- The Committee shall operate in accordance with the Town of Hanover's Procedural By-law and applicable policies governing committees of council.
- All members are subject to applicable legislation, including the *Municipal Act* and the *Municipal Conflict of Interest Act*, regarding confidentiality, conflict of interest, closed sessions, and conduct.

TOWN OF HANOVER | HANOVER PUBLIC LIBRARY FACILITY INVESTIGATION AD HOC COMMITTEE | TERMS OF REFERENCE

- 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.

7.0 Meeting Times and Locations

- Meeting time and location will be at the call of the chair with adequate notice being given to all members Generally the meeting time will occur during the period of 8:30 am to 4:30 pm.
- All committee meetings are public.
- The committee may invite resource persons to attend a meeting.

Hanover
Ontario, Canada

EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC) MINUTES

June 10, 2026 9:00am

Fire Station Training Room

Attendees: Sue Paterson, Mayor
Sherri Walden, CAO
Jeff Dentinger, CEMC
Brandon Dobson, Alternate CEMC
Laura Christen, Alternate CEMC
Tanya Patterson, Recorder
Codey Cooke, Fire

1. DISCLOSURE OF PECUNIARY INTEREST

None noted.

2. REVIEW OF PREVIOUS MINUTES – March 6, 2026

The minutes of the March 6, 2026 meeting were reviewed.

3. REVIEW OF PROGRAM COMMITTEE ACTIVITIES SINCE LAST MEETING

The Program Committee and Deputy Mayor Dickert attended a training session at the Fire Station on April 29 to review the Town of Hanover's Emergency Management Program and Emergency Response Plan. The session included a review of the differences between the program and the plan, applicable legislative requirements, program objectives, and how the program supports an effective emergency response while reducing impacts on the community. Participants also reviewed each section of the program and the appendices contained within the emergency plan.

4. REVIEW OF EMERGENCIES/INCIDENTS IN 2026

None noted.

5. ACTIVITIES OF MEETING

5.1 2026 EOC Location and Room Setup

The primary EOC would be the Fire Station, back-up EOC is the civic centre, and tertiary EOC is the P & H Centre.

An OWL unit and microphones have been ordered for the room. Everyone will fit in the u-shape design but may need to be fluent depending on emergency.

A lockbox has been installed so that alternates will have access in an emergency.

ACTION:

- **See Item 5.5 for additional information.**

5.2 2026 EMPC Members and Chairperson

The committee was asked to review and approve the present EMPC membership and Chairperson. Presently the committee is comprised of the Mayor, Chief Administrative Officer, Community Emergency Management Coordinator (CEMC), CEMC Alternate #1, CEMC Alternate #2 and the Municipal Scribe taking minutes of the meetings, and additional fire personnel to assist the CEMC with administrative tasks.

The chairperson is the mayor.

The committee members agree with the present membership and chairperson.

5.3 Follow up to 2026 Review of Critical Infrastructure (CI) list

CEMC Dentinger has updated the CI list with changes suggested by the committee. An updated list was provided for review by the committee.

ACTION:

- **Review CI list in November with status of old water tower.**

5.4 Public education strategies for 2026

A review of the upcoming 2026 education strategies took place:

- Clock Tower display for Emergency Preparedness Week - window clings for door and full window banner/display with grommets; display in October during Fire Prevention Week, as well as May 1st week during Emergency Preparedness Week. - **COMPLETED**
- Alarmed for Life Inspections to include EM pamphlets and information. - **ONGOING**
- Two Council safety messages focusing on EM topics to be provided to legislative services staff.
- Inclusion in Fire Department displays. Portions of the displays provide Emergency Management information to the public in the form of brochures, magnets and posters. - **ONGOING**
- Quarterly social media posts regarding emergency management topic. – **ONGOING.** CEMC Dentinger provided social media posts that have occurred this far in 2026.
- Inclusion of emergency management information within fire department education at local schools. - **ONGOING**
- 2026 communications should focus on cyber security to relate to the training and mock.

- Attendance at aging expo on March 24 – **COMPLETED**
- Include Hanover Emergency Management brochures in water bills, with assistance from the PRC co-op student. Finance staff confirmed that a PDF attachment can be included with the water bills that are emailed. – **Fall 2026, will have co-op student assist; CEMC Dentinger will provide a**

pamphlet for the committee to review at the next meeting and provide updates
- Inclusion of a full page of emergency management information in the monthly senior's newsletter produced by PRC.
- Pamphlets were provided at the Home & Lifestyle Show

ACTION:
- **CEMC Dentinger will provide Lindsey McLean, Communications & Community Engagement Coordinator, with an emergency management awareness message quarterly to send through the website email subscription option.**

5.5 Review Setup of EOC

Review of the EOC setup was deferred until the new equipment is received and an instruction manual produced. Target is 3rd quarter 2026.

ACTION:
- **The committee will review the full setup at the next meeting.**
- **See Item 5.1 for additional information.**

5.6 Who's Responding Notification

A date will be set with the two alternates for training regarding how to utilize Who's Responding to notify MECG members.

A quarterly test will be conducted on July 29th.

ACTION:
- **Complete training with alternates on use of Who's Responding for notifications and provide written instructions.**
- **CEMC Dentinger will send an email to MECG members advising of the quarterly test date.**

5.7 Emergency Management Grant Update

CEMC Dentinger reviewed that the Town of Hanover was successful in receiving all the 2025/2026 Emergency Management Grant. A total of $39,511.00 has been received for the following;

Item	Item Received?	Item In Service?
Mobile RTK (antenna for phone)	Yes	Yes
Computer Switch (for data)	No	No (on order – goal is within 3rd quarter 2026)
OWL	No	No (on order – goal is within 3rd quarter 2026)

Laptop	No	No (on order – goal is within 3rd quarter 2026)
Internet in a Box (needs to be fed with a service – used as a bridge for internet access)	No	No (on order – goal is within 3rd quarter 2026)
Aqua Eye Pro Command (for underwater access)	Yes	No (SOG created, training required)

CEMC Dentinger provided a high-level review of the RTK and the AquaEye Pro system to the committee.

ACTION:

- **CEMC Dentinger will continue to provide updates to the committee regarding in service status of all items.**
- **CEMC Dentinger will provide instructions for EMPC for use of OWL, laptop, internet in a box once product is received.**

5.8 Internet Options

The EMCP discussed establishing secondary emergency internet service source for use with the Town's "Internet in a Box" system obtained through grant funding. Currently, cellular internet connectivity within fire apparatus is utilized; however, concerns exist regarding cellular network reliability during large-scale natural or man-made disasters due to potential network congestion, infrastructure damage, or service outages.

CEMC Dentinger requested the committee consider the purchase of a Starlink satellite internet system as a redundant communications platform to support Emergency Operations Centre (EOC) functions, field operations, and continuity of communications during emergency incidents. Starlink operates independently from traditional cellular infrastructure and has been widely utilized during disasters where conventional communication systems have been disrupted.

The recommended and most cost-effective option appears to be the Starlink Mini system utilizing a Roam service plan. The estimated hardware cost for the Starlink Mini system is approximately $350 CAD, with a monthly Roam service plan estimated at approximately $70 CAD per month for 100 GB of data usage. The system can be paused or activated as required, allowing the municipality to minimize ongoing operational costs while maintaining emergency readiness. The portable system would provide a rapidly deployable backup internet source suitable for EOC operations, emergency scenes, evacuation centres, and other emergency management functions while maintaining the current cellular internet system as the primary communication source.

MOTION

Moved by: CAO Walden / Seconded by: CEMC Alternate Christen

That the purchase of Starlink equipment and service be included in the 2027 emergency management budget.

Carried

5.9 2026 Training

CEMC Dentinger discussed with the committee the options for 2026 training:

- The committee requested tying the training in with mock session is required
- Committee requested quizzing the group about the responsibilities and roles of each position is required; use Mentimeter (www.mentimeter.com) or Kahoot (https://kahoot.com/)
- Scribe training using a short prerecording as good feedback last year
- **A cybersecurity with a water system cyber attack and/or that affects the power grid** was suggested by the committee for this year's training. As a result, training could be focused on cybersecurity education bringing in a specialist. Stephen Hurd was suggested by CAO Walden as a keynote speaker for this year's training. The committee agreed Stephen Hurd would be an effective keynote speaker for the training.

ACTION:

- **Include scribe training again this year.**
- **CEMC Dentinger to contact Stephen Hurd (Lerner's) for pricing and availability as a keynote speaker.**
- **CEMC Dentinger will research Mentimeter and Kahoot**
- **CEMC Dentinger will send invitations for the date.**

5.10 2026 Mock

It has been suggested that the mock session be facilitated by the Incident Commander (IC), and not CEMC Dentinger again this year.

As a result of feedback provided, the mock should be operated with information being fed to each of the specific areas regarding their interaction with the emergency, and they feed information to the IC, much like a real scene. Then the IC has to make operational decisions based on the information provided.

The topic requested by the committee is Cybersecurity. Where possible the mock should use real time information and incorporate the corporate plan.

The committee has suggested that a portion of the MECG attend virtually to test the ability of this communication when travel to the EOC is not possible.

The committee also suggested contacting David Smith in Orangeville as he went through a cyber attack on their municipality, as well as Digital Forensics and their incident response lead.

It was agreed that the Town's IT person, Tim Wilken, be included in the mock session.

ACTION:

- **CEMC Dentinger will send invitations for the date, including Tim Wilken.**

- **CEMC Dentinger will contact Digital Forensics and David Smith, Orangeville.**
- **CAO Walden will contact the Town's insurance companies to inquire about offering their services.**

5.11 Other Business

The radios have the EOCs for municipalities in Grey County programmed as a second digital channel option.

6. NEXT MEETING

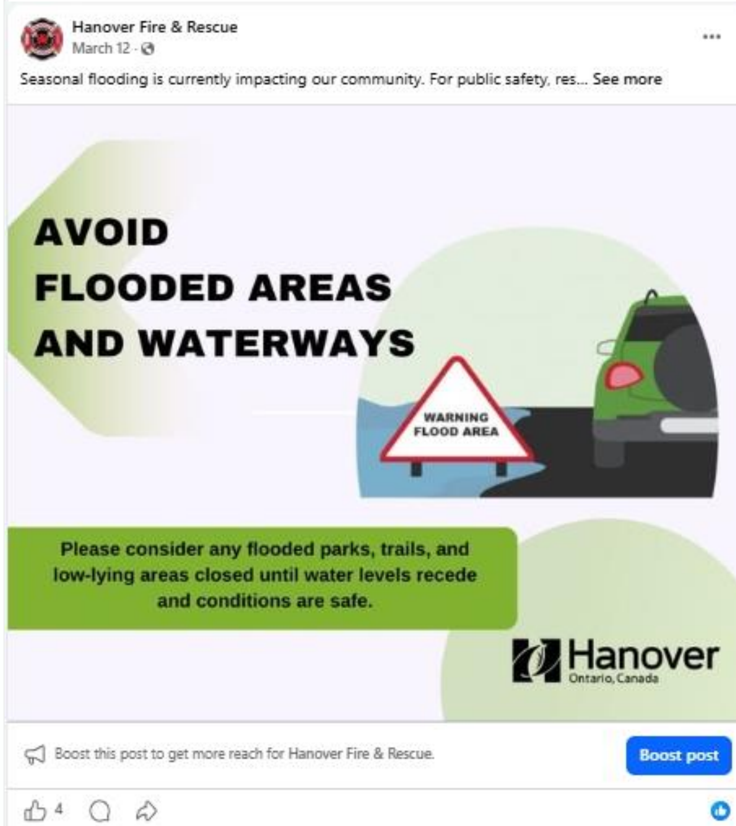
The next quarterly meeting is scheduled for September 23, 2026 at 10:00am, location will be the Fire Station.

7. CLOSING OF MEETING

The meeting adjourned at 10:20am.

Appendix 1


Hanover Fire & Rescue
17h
Prepare your property for thunderstorms
PROTECT ONTARIO
Prepared Ontario
23h
Environment and Climate Change wind criteria for a Severe Thunderstorm Warning is wind gust speeds of 90km/hour or greater.
#BePrepared and reduce property damage:
- Remove dead or rotting trees and branches that could fall and cause injury or damage.
- Bring inside or tie-down garbage cans and lawn furniture.
- Identify a safe room in your home away from windows, skylights and glass doors.
More tips: ontario.ca/Thunderstorm
2


Hanover Fire & Rescue
March 12
Seasonal flooding is currently impacting our community. For public safety, res... See more
AVOID
FLOODED AREAS
AND WATERWAYS
WARNING
FLOOD AREA
Please consider any flooded parks, trails, and low-lying areas closed until water levels recede and conditions are safe.
Hanover
Ontario, Canada
Boost this post to get more reach for Hanover Fire & Rescue.
Boost post
4

Hanover Fire & Rescue
March 2

Grey Bruce Public Health
March 2

GBPH has been notified of 10 overdoses that occurred Feb 25th to March 1st, in Owen Sound, West Grey, Hanover, Walkerton, Port Elgin, and South Bruce Peninsula. Suspected substance was fentanyl in 3 cases and an unknown white substance in 1 case. Those who were given naloxone were responsive to treatment.

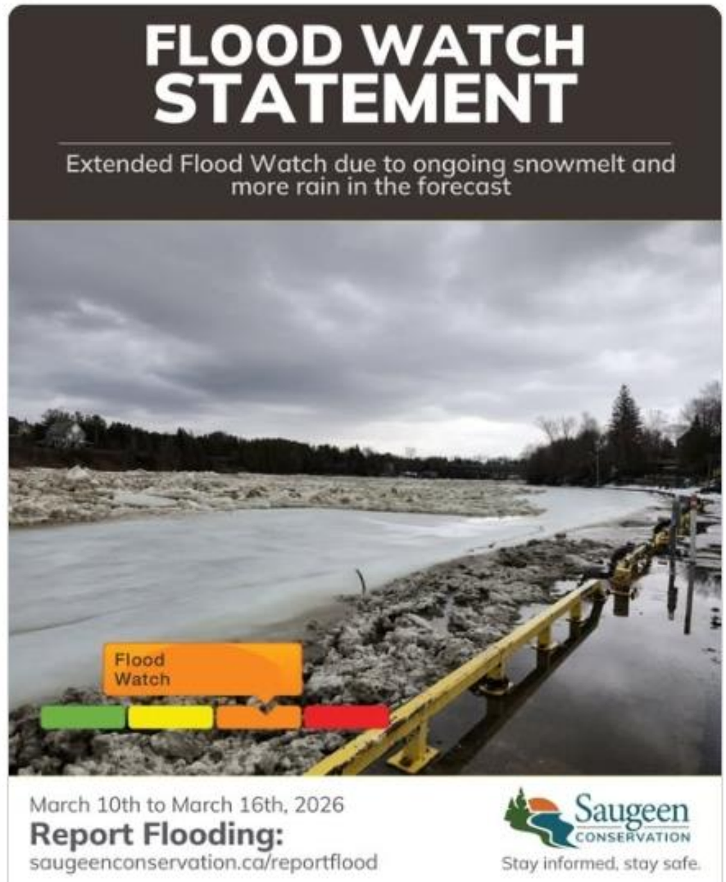
Please continue to encourage all people who use drugs to have naloxone on hand and to always have a sober friend with them who can administer naloxone and call 911 in case of an overdose. Naloxone is available at pharmacies, participating community partners, and at Grey Bruce Public Health Mon-Fri, 8:30 am to 4 pm, no appointment needed.

For personal and community safety, people who use drugs should:
✓Avoid using alone. When using with someone else, avoid using at the same time.
✓Call or text the National Overdose Response Service (NORS) at 1-888-688-6677 or download and use the Brave App if you must use alone
✓Take extra caution if mixing substances. Mixing substances can increase the risk of harm and drug poisonings.
✓Go slow. Always start with a low dose and increase slowly, especially if trying something new or restarting use.
✓Use only new supplies and avoid sharing supplies. This reduces the risk of getting or passing on an infectious disease. Supplies are available at GBPH and community partners.
✓Get overdose prevention training & carry a naloxone kit.
✓Get drugs tested. Call SOS at 519-379-8743. Drug test kits for fentanyl and xylazine are available from GBPH and community partners.

Many local resources are available for additional support:
Suicide Crisis Hotline: 9-8-8
Connex Ontario: 1-866-531-2600
Supportive Outreach Services (SOS): 519-379-8743
Rapid Access Addiction Medicine (RAAM) Clinic: 519-376-3999
National Overdose Response Service (NORS): 1-888-688-6677

4 2

Hanover Fire & Rescue
March 11



Saugeen Conservation
March 10

Saugeen Conservation has extended its Flood Watch for all watershed municipalities until March 16th. Warm temps and ongoing snowmelt, plus 20–40 mm of rain expected tonight and Wednesday, are keeping water levels high.

🌊 What to know:
- Larger rivers remain elevated
- Flooding in low-lying areas is possible
- Fast-flowing water and riverbanks are dangerous
- Conditions can change quickly

🚫 Please stay back from waterways and keep kids & pets away.
📍 Report flooding here: saugeenconservation.ca/reportflood
Stay safe and share to spread the word! 💧

8 3

Town of Hanover
May 5 at 12:07 PM

This week is Emergency Preparedness Week.

Take a few moments to prepare by building a 72-hour emergency kit, understanding weather advisories, watches and warnings, and knowing where to find trusted alerts like Alert Ready and WeatherCAN.

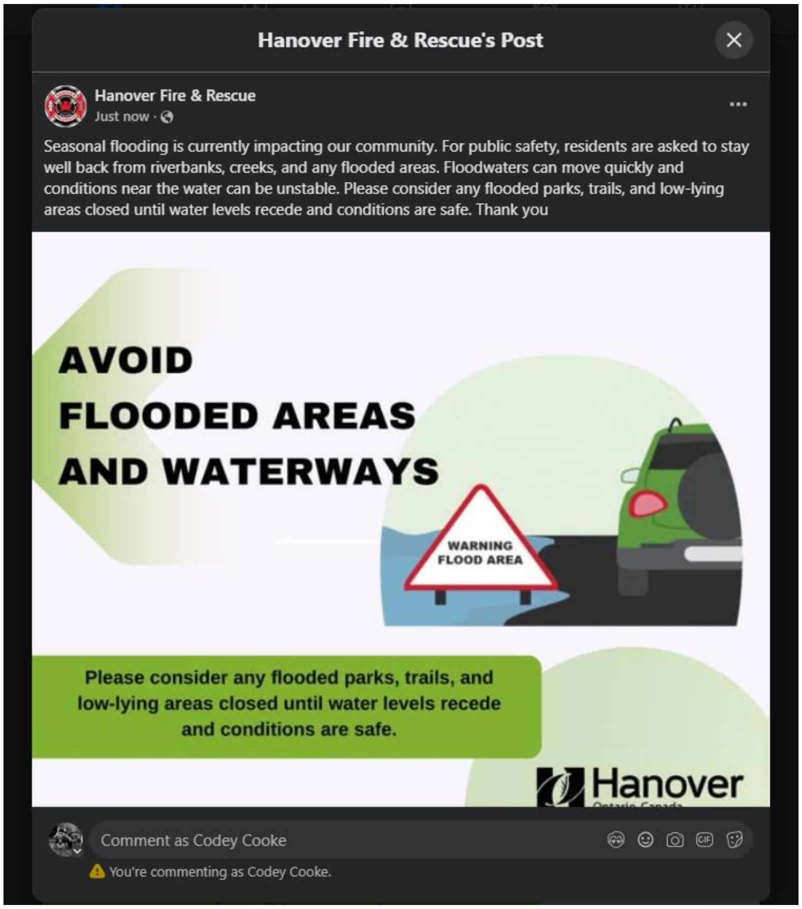
Being prepared helps keep you, your family, and our community safe. See less

4 1

Town of Hanover
May 6 at 4:00 PM

During an emergency you may have no electrical power or be asked to evacuate. An emergency kit contains essential items you and your family need to survive on your own ... See more

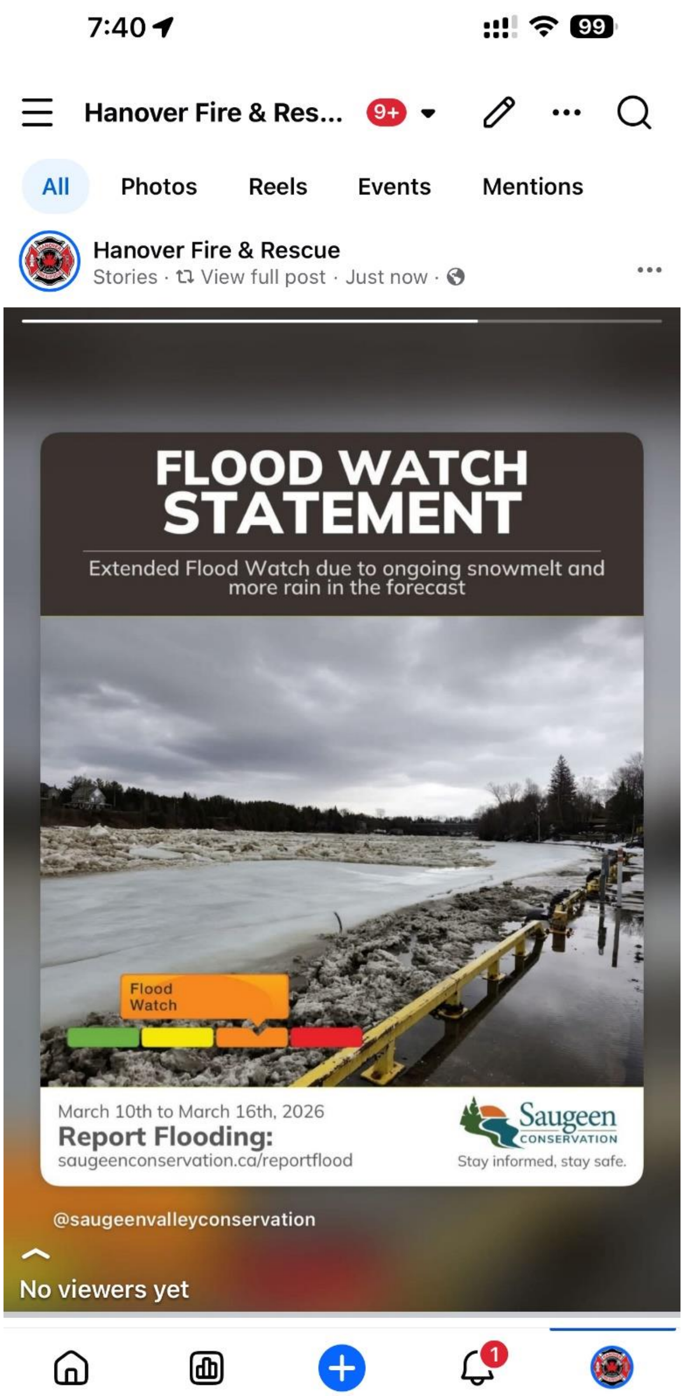
3 1

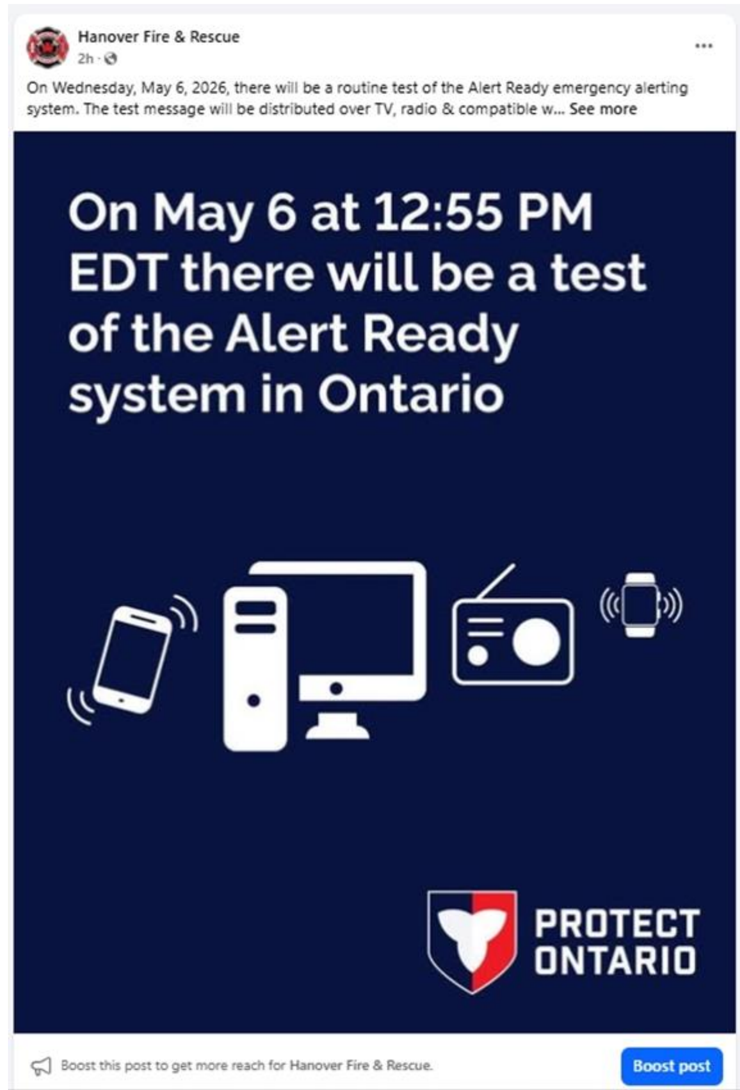

Hanover Fire & Rescue's Post
Hanover Fire & Rescue
Just now
Seasonal flooding is currently impacting our community. For public safety, residents are asked to stay well back from riverbanks, creeks, and any flooded areas. Floodwaters can move quickly and conditions near the water can be unstable. Please consider any flooded parks, trails, and low-lying areas closed until water levels recede and conditions are safe. Thank you
AVOID
FLOODED AREAS
AND WATERWAYS
WARNING
FLOOD AREA
Please consider any flooded parks, trails, and low-lying areas closed until water levels recede and conditions are safe.
Hanover
Comment as Codey Cooke
You're commenting as Codey Cooke.


Emergency preparedness starts with you
where to look
Alert Ready - Canada's Emergency Alert System
WeatherCAN
Town of Hanover
Hanover


Emergency preparedness starts with you
be prepared
Build a 72-Hour Kit
Hanover


Emergency preparedness starts with you
know the difference
Advisories
Watches
Warnings
Hanover
Identifying Watches and Warnings


7:40
99
Hanover Fire & Res...
9+
All
Photos
Reels
Events
Mentions
Hanover Fire & Rescue
Stories · View full post · Just now ·
FLOOD WATCH STATEMENT
Extended Flood Watch due to ongoing snowmelt and more rain in the forecast
Flood Watch
March 10th to March 16th, 2026
Report Flooding:
saugeenconservation.ca/reportflood
Saugeen CONSERVATION
Stay informed, stay safe.
@saugeenvalleyconservation
No viewers yet
1


Hanover Fire & Rescue
2h ·
On Wednesday, May 6, 2026, there will be a routine test of the Alert Ready emergency alerting system. The test message will be distributed over TV, radio & compatible w... See more
On May 6 at 12:55 PM EDT there will be a test of the Alert Ready system in Ontario
PROTECT ONTARIO
Boost this post to get more reach for Hanover Fire & Rescue.
Boost post


Town of Hanover
May 7 at 2:00 PM
Extreme heat can be dangerous — be prepared.... See more
Hanover
Ontario, Canada
Be prepared:
Extreme Heat
Climate change is expected to increase the frequency, intensity and duration of heat waves.
Safety Tips:
• Stay hydrated
• Stay cool
• Reschedule or plan outdoor activities during cooler parts of the day
• Never leave a person or animal in a parked car or in direct sunlight
• Wear a hat, UV-protection eyewear and apply subscreen.
FOR MORE INFO ON HOW TO MAKE A PLAN AND BUILD AN EMERGENCY SURVIVAL KIT, VISIT ONTARIO.CA/BEPREPARED
3

+VG ARCHITECTS
THE VENTIN GROUP LTD

RPL ARCHITECTS

REPORT OF MEETING

Project Name:	Hanover Police Station	**Date:**	July 7, 2026
Project No.:	+VG Project 22539 RPL Project 25-02	**Location:**	Hanover, ON (Zoom Meeting)
Present:	• John Pepper, Lutful Kabir – RPL Architects • Jordan Whitmore, Andrew Wilken, Dave Hocking, Carol Hudson, Sherri Walden • – Town of Hanover • Chief Chris Knoll, Jaime Ashton – Hanover Police	**Copy to:**	Attendees, absentees, Fausto Gomes, Paul Sapounzi
Absent:	• Crystal Lavigne • Travis Forrest - +VG Architects		

Approval of Previous Meeting Minutes		
Date	Moved by	Seconded by
Mar 17th, 2026	Chris Knoll	Sherri Walden
Mar 31st (rev.)	Chris Knoll	Carol Hudson
April 28, 2026	Sherri Walden	Chris Knoll
May 26, 2026	Chris Knoll	Jordan Whitmore
June 9, 2026	Dave Hocking	Andrew Wilken

No official committee meeting June 23.

	ITEMS	ACTION
1.0	**Purpose of the meeting** Bi-weekly Committee update and coordination meeting.	Info
2.0	**Meeting Summary** • Previous meeting minutes were approved. • Council have approved $11.3M budget (including soft costs) and have authorized staff to execute Contract award if within budget. • Construction drawings were uploaded for client review July 3. Subsequent submissions will identify new or revised information. • Specifications to be uploaded in the next week or so (+VG).	Info
3.0	Key discussion items:	
3.1	**Design Coordination Update** • Some minor design issues to be incorporated into the drawings – e.g. revisions to breath room millwork, add'l info for outbuilding. • On-going review of July 3 package by RPL & +VG.	Info, design team

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RPL ARCHITECTS

REPORT OF MEETING

3.2	**Floorplans & General Design** • Millwork in 125-Breath Room to be revised to incorporate existing HPS Intoxilyzer 9000. • Booking counter to be developed. Outbuilding: • Complete drawings. • Provide electrical outlets and EV charging station. No plumbing required.	HPS, design team
3.3	**Site Design** • Bi-fold gates approved for main (west) entry. Sliding gate for secondary entrance. • Include paving for new driveway to south. • Town will handle parking restrictions on street (signage, painting) • Add one flagpole (Canada) – match existing in front of municipal building. • Add site/exterior signage.	Info, design team
3.6	**Millwork and Built-Ins** • RPL have prepared 3D images of booking desk 123 and 125-Breath for HPS review/discussion.	Info, design team
3.7	**Interior Finishes & Materials** • Acoustic flooring in interview rooms to be selected. • Fabric acoustic panels for public and soft interview rooms. Durable material for in-custody interview & breath/photo.	Info
3.8	**Elevator Access Control** • Elevator access strategy confirmed: o Public access permitted to designated floors. o Police access controlled via FOB override system. o Elevator can be restricted to public use during emergency situations if required.	Info
3.9	**IT Coordination** • <u>April 21</u>: MicroAge confirmed number and type of server racks (3 - 4 post, open, 42U racks). • <u>May 26</u>: Workshop to be scheduled for monitor locations (cell & security cameras, call boards, etc.) – coord. with 3.6): o 111-Constables Work Area o 112-Sgt office o 206-Chief o 207-Deputy	Design team, HPS, TOH

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3.10	**Loose Furniture & Shelving** • Furniture blocks have been provided by Holst, and are being incorporated into the plans). • Staff report to Council identified furniture as a separate amount. May 29, furniture NIC, but show for coordination purposes. • Include power & data outlets in walls of rooms 201-Training/Briefing and 205-Project.	Design team, HPS, TOH
3.11	**Lockers, Secure Cabinets & Equipment** • Base specifications for materials, robustness on Dasco, but tender must allow alternates if quality can be met. • One existing Dasco cabinet will be moved to the new building. • HPS have/will obtain shielded cell-phone locker, locate in SOCO. HPS have provided photo and dimensions. • June 11 – add space in SOCO for drying cabinet. Delete desk (use stool at counter). • Officer handguns to be stored in central locker bank (add to locker schedule).	Design team
3.12	**Adjacent Land Acquisition Update** • The report regarding adjacent land acquisition was presented to Council in closed session and has been approved. • Include paving of driveway in project scope.	Info
3.13	**Cost Estimates** • Class A estimate to be provided for July 31. • Carry costs for screen wall and exterior storage building as separate line items. • Incorporate implications of Buy Ontario Act. It was determined that the effect should be minimal – most materials and components are available as Canadian products.	Consultants
3.14	**Specifications** • Specifications (+VG) to be uploaded ASAP. • Specifications for materials will be material/performance based – listing one or more acceptable manufacturers, or approved equivalents. • Colours typically per manufacturers' standard range, to be selected. • (note to file: add directional signage, room names, door tags).	Consultants
3.15	**Tender** • Include provisions for Buy Ontario Act. • Two local contractors have already shown interest.	Info
4.0	**Action Items**	

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REPORT OF MEETING

4.1	• Coordinate electrical and IT locations with furniture layouts. • Issue/upload additional information, drawings – advise client what information has been added or revised. • Draft specifications (+VG).	Design team
5.0	**Schedule**	
5.1	• July 3 – 100% CDs for client review • July 17 – Client comments • August 5 – Issue for Tender (allow 5 weeks, 4 + 1 w exten.) • September 16 – package for Council for September 21 Council meeting.	All

Per: John Pepper/Lutful Kabir

This information summarizes all subjects discussed and decisions reached at the above-noted meeting. If the information contained in this report does not agree with your interpretation of the items discussed, or if there are omissions, please advise us.

50 Dalhousie Street, Brantford, Ontario N3T 2H8 | T: 519.754.1652 | F: 519.754.0830

72 Stafford Street, Suite 200, Toronto, Ontario M6J 2R8 | T: 416.588.6370 | F: 416.588.6327
1340 Wellington Street West, Ottawa, Ontario K1Y 3B7 | T: 613.680.5557

+VG ARCHITECTS THE VENTIN GROUP LTD   RPL ARCHITECTS

REPORT OF MEETING

Project Name:	Hanover Police Station	**Date:**	July 21, 2026
Project No.:	+VG Project 22539 RPL Project 25-02	**Location:**	Hanover, ON (Zoom Meeting)
Present:	• John Pepper, Lutful Kabir – RPL Architects • Jordan Whitmore, Andrew Wilken, Carol Hudson – Town of Hanover • Chief Chris Knoll, Jaime Ashton, Crystal Lavigne – Hanover Police	**Copy to:**	Attendees, absentees, Travis Forrest, Fausto Gomes, Paul Sapounzi
Absent:	• Dave Hocking, Sherri Walden • Travis Forrest - +VG Architects		

Approval of Previous Meeting Minutes		
Date	Moved by	Seconded by
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May 26, 2026	Chris Knoll	Jordan Whitmore
June 9, 2026	Dave Hocking	Andrew Wilken
July 7, 2026	Chris Knoll	Andrew Wilken

No official committee meeting June 23.

	ITEMS	ACTION
1.0	**Purpose of the meeting** Bi-weekly Committee update and coordination meeting.	Info
2.0	**Meeting Summary** • Previous meeting minutes (July 7) were approved. • Council have approved $11.3M budget (including soft costs) and have authorized staff to execute Contract award if within budget. • Construction drawings were uploaded for client review July 3. Subsequent submissions will identify new or revised information. • Specifications to be uploaded in the next week or so (+VG).	Info
3.0	Key discussion items:	
3.1	**Design Coordination Update** • Some minor design issues to be incorporated into the drawings – e.g. revisions to breath room millwork, add'l info for outbuilding. • On-going review of July 3 package by RPL & +VG.	Info, design team

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RPL ARCHITECTS

3.2	**Floorplans & General Design**
	• Millwork in 125-Breath Room was revised to incorporate existing HPS Intoxilyzer 9000.
	• Booking counter to be developed.
	<u>July 21:</u>
	• Remove door to 116 from 119. Delete central vacuum.
	• Add 6 prisoner property lockers (2 x 3).
	• Address comments from AW:
	  o Revise door from 135 to vestibule 134 to Type D2 (glazed).
	  o Time-delay alarm on WR 133?
	  o Concern with D1 doors swinging into path of travel
	  o Existing windows to community hall – utilize blinds for privacy (TBC).
	  o Parking lot impact? Impact during construction?
	  o Strip footing (for out building) – is shoring needed?
	  o Exposed brick at existing theatre south wall?
	Outbuilding:
	• Complete drawings.
	• Provide electrical outlets and EV charging station. No plumbing required.
		HPS, design team

3.3	**Site Design** • Bi-fold gates approved for main (west) entry. Sliding gate for secondary entrance. • Include paving for new driveway to south. • Town will handle parking restrictions on street (signage, painting) • Add one flagpole (Canada) – match existing in front of municipal building. • Add site/exterior signage. • Exclude screen wall from tender scope.	Info, design team
3.6	**Millwork and Built-Ins** • RPL have prepared 3D images of booking desk 123 and 125-Breath for HPS review/discussion.	Info, design team
3.7	**Interior Finishes & Materials** • Fabric acoustic panels for public and soft interview rooms. Durable material for in-custody interview & breath/photo.	Info

3.8	**Elevator Access Control**
	• Elevator access strategy confirmed:
	  o Public access permitted to designated floors.
	  o Police access controlled via FOB override system.
	  o Elevator can be restricted to public use during emergency situations if required.
		Info

+VG ARCHITECTS THE VENTIN GROUP LTD RPL ARCHITECTS

REPORT OF MEETING

3.9	**IT Coordination**
	• April 21: MicroAge confirmed number and type of server racks (3 - 4 post, open, 42U racks).
	• May 26: Workshop to be scheduled for monitor locations (cell & security cameras, call boards, etc.) – coord. with 3.6):
	  o 111-Constables Work Area
	  o 112-Sgt office
	  o 206-Chief
	  o 207-Deputy
	• July 21: ensure there are data ports in training and project rooms, and at booking desk.
		Design team, HPS, TOH

3.10	**Loose Furniture & Shelving** • Furniture blocks have been provided by Holst, and have been incorporated into the plans (info only, NIC). • Staff report to Council identified furniture as a separate amount. May 29:, furniture NIC, but show for coordination purposes. • Include power & data outlets in walls of rooms 201-Training/Briefing and 205-Project.	Design team, HPS, TOH
3.11	**Lockers, Secure Cabinets & Equipment** • Base specifications for materials, robustness on Dasco, but tender must allow alternates if quality can be met. • One existing Dasco cabinet will be moved to the new building. • HPS have/will obtain shielded cell-phone locker, locate in SOCO. HPS have provided photo and dimensions. • June 11 – add space in SOCO for drying cabinet. Delete desk (use stool at counter). • Officer handguns to be stored in central locker bank (add to locker schedule). • July 21: Add space for drying cabinet in SOCO room (floor model). Provided by HPS.	Design team
3.12	**Adjacent Land Acquisition Update** • The report regarding adjacent land acquisition was presented to Council in closed session and has been approved. • Include paving of driveway in project scope.	Info
3.13	**Cost Estimates** • Class A estimate to be provided for July 31. • Carry costs for screen wall and exterior storage building as separate line items. • Incorporate implications of Buy Ontario Act. It was determined that the effect should be minimal – most materials and components are available as Canadian products.	Consultants

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RPL ARCHITECTS

REPORT OF MEETING

3.14	**Specifications** • Specifications (+VG) to be uploaded ASAP. • Specifications for materials will be material/performance based – listing one or more acceptable manufacturers, or approved equivalents. • Colours typically per manufacturers' standard range, to be selected. • (note to file: add directional signage, room names, door tags). • +VG (Travis Forrest) to discuss front end of specs.	Consultants
3.15	**Tender** • Include provisions for Buy Ontario Act. • Two local contractors have already shown interest.	Info
4.0	**Action Items**	
4.1	• Issue/upload additional information, drawings – advise client what information has been added or revised. • Draft specifications (+VG).	Design team
5.0	**Schedule**	
5.1	• July 3 – 100% CDs for client review • July 17 – Client comments • August 5 – Issue for Tender (allow 5 weeks, 4 + 1 w exten.) • September 16 – package for Council for September 21 Council meeting.	All

Per: John Pepper/Lutful Kabir

This information summarizes all subjects discussed and decisions reached at the above-noted meeting. If the information contained in this report does not agree with your interpretation of the items discussed, or if there are omissions, please advise us.

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HANOVER-WALKERTON WASTE MANAGEMENT SPECIAL COMMITTEE MINUTES
Tuesday July 7, 2026 | 1:00 PM
By Zoom

MEMBERS PRESENT: Jamie McCarthy | Warren Dickert | Nicholas Schnurr | Tim Elphick | Daniel Ferguson

REGRETS: Peter Hambly

1. DISCLOSURE OF PECUNIARY INTEREST

None.

2. DELEGATIONS

2.1. Landfill Site Financial Statements to December 31, 2025

Riley O'Hagan and Kevin Tremble of MNP presented the audited Landfill Site financial statements to December 31, 2025. Mr. Tremble mentioned that the Asset Retirement Obligation (ARO) calculations were from 2021 and updating would be recommended in 2-3 years time.

Moved by **WARREN DICKERT** / Seconded by **TIM ELPHICK**

That the Hanover/Walkerton Waste Management Committee accept the audited financial statement by MNP and recommend acceptance by both councils.

Carried

3. ADOPTION OF PREVIOUS MEETING MINUTES

Moved by TIM ELPHICK / Seconded by WARREN DICKERT

That the minutes of the May 12, 2026, meeting be approved as presented and circulated.

Carried

4. BUSINESS ARISING

None.

5. ITEMS FOR DECISION/DISCUSSION

None.

6. ITEMS FOR INFORMATION/CORRESPONDENCE

None.

7. NEW BUSINESS

None.

8. NEXT MEETING

The next meeting is scheduled for Tuesday, September 15, 2026 at 1:00 PM via Zoom.

9. ADJOURNMENT

Moved by DANIEL FERGUSON / Seconded by TIM ELPHICK

That this meeting adjourns at 1:22 PM.

Carried

Hanover
Ontario, Canada

PARKS, RECREATION & CULTURE ADVISORY COMMITTEE MINUTES

Wednesday July 29, 2026 | 6:00pm
P & H Centre | Boardroom & Zoom

MEMBERS PRESENT	Danica Metcalfe | David Ford | Marion Massaloup | Keith Hopkins | Carol Hudson (left at 6:55pm) | Mayor Sue Paterson
OTHERS PRESENT	Laura Christen | Lyndsay Regier | Brandon Dobson | Rob McIntosh | Barb Fleming | Nancy Schmidt
REGRETS	Matt Bender | Brandon Koebel

1. **DISCLOSURE OF PECUNIARY INTEREST** – Nil.

2. **DELEGATION** – A presentation was provided by Barb Fleming and Nancy Schmidt from the Hanover Horticultural Society. They provided the committee with an overview of their club, their successes, growth, challenges and needs.

3. **ITEMS FOR INFORMATION**

   3.1 Connection is the New Core Service | Article from Municipal World 2025.

   3.2 Commemorative Recognition Program

4. **ADOPTION OF THE May 26, 2026 PRC ADVISORY MINUTES**
   Moved by M. Massaloup | Seconded by D. Metcalfe
   THAT the minutes of the May 26, 2026 regular meeting be approved as printed and circulated. **CARRIED.**

5. **BUSINESS ARISING FROM THE MINUTES** – Cash in Lieu of Parkland Reserve – Committee was provided an explanation of ‘Cash in Lieu of Parkland’ process and reserve.

6. **STAFF REPORTS –** Committee members reviewed staff reports that were circulated with the agenda package.

7. **ITEMS FOR DIRECTION | DISCUSSION**

   7.1 2026-2027 Capital Budget Review – Committee reviewed and provided feedback for the capital budget proposed for 2027.

   7.2 Committee Terms of Reference Input – Committee discussed Terms of Reference. **ACTION**: Committee to review and prepare to discuss the Terms of Reference at the September meeting.

8. COMMITTEE MEMBERS ROUNDTABLE

8.1 Committee member commented how good the new trail and park signs are looking as they are being installed.

8.2 Committee member inquired if the stones at the 7th street stairs could be cleaned up that are on the stairs.

8.3 Committee members inquired about parking for the hardball diamond. Staff advised that they are working with Minor Ball to communicate that ball diamond users should park on the south side of the grounds near the barns. The Agricultural Society will be installing signage identifying the 5th Street parking lot as reserved for Carriage House and Raceway users. Accessible parking will continue to be available in the 5th Street lot.

9. NEXT MEETING – September 23, 2026 at 6pm (Next regular meeting).

10. ADJOURNMENT

Moved by M. Massaloup | Seconded by D. Ford

THAT the meeting be adjourned at 7:55pm. CARRIED.

Hanover
Ontario, Canada

PLANNING ADVISORY COMMITTEE MINUTES

Tuesday, July 14, 2026 | 4:00 pm
Saugeen Room and Zoom with OWL device

MEMBERS PRESENT	Tim Norwood | Keith Hopkins (Virtual) | Terry Leis
OTHERS PRESENT	Andrew Wilken, Secretary-Treasurer | Sue Paterson, Mayor | Sherri Walden, CAO | April Marshall, Economic Development Manager | Jordan Whitmore, Development Services Supervisor/ Deputy CBO, CBCO | Sandeep Josan, Deputy Secretary Treasurer | Brandon Koebel, Councillor | Carol Hudson (Virtual)
REGRETS	Councillor Harold Fleet | Mark Ebert | Tony Diaco
DISCLOSURE OF PECUNIARY INTEREST	None
DELEGATIONS	Lynn Dentinger, owner of 485 16th Ave | Jerome Weber, owner of 940 8th Ave N | Dana Kieffer, agent of 341076 Grey Rd 28 (Teeswater Concrete 2021 Ltd.)

1. Adoption of March 10, 2026, Regular Meeting Minutes

Moved by TERRY LEIS / Seconded by KEITH HOPKINS

That the minutes of March 10, 2026, regular meeting be approved as printed and circulated.

CARRIED

2. Receipt of May 12, 2026, Regular Meeting Minutes

That the minutes of May 12, 2026, regular meeting be received.

3. Business arising from Minutes

The Secretary-Treasurer provided updates regarding items previously discussed by the Committee. Zoning By-law Amendment Application Z1-26 for Datac Investments was approved by Council to permit a carpentry shop and ancillary showroom. Minor Variance Application for Drew and Myles Johnson was approved by the Committee of Adjustment following discussion. A building permit application has since been submitted, no appeals were received, and construction has commenced. A Site Plan Control Agreement for the proposed pharmacy development at the southwest corner of 24th Avenue and 14th Street has been finalized. Construction is anticipated to begin in summer 2026.

4. Official Plan Update

The Secretary-Treasurer advised the Committee that an Official Plan Update Report was presented to Council on July 13, 2026. Due to the scale and significance of the lands being added to the Town of Hanover through the boundary adjustment, and the associated planning considerations, the Official Plan Update is proposed to proceed in two phases: a short-term phase and a long-term phase. This phased approach will allow the Town to address planning, infrastructure, and growth management matters related to the boundary expansion in a coordinated and comprehensive manner.

The Secretary-Treasurer further advised that the report outlines the project timeline, including policy review and updates over the summer, preparation of a draft Official Plan for review in late summer or early fall, public engagement sessions and an open house in late 2026 and early 2027, and a final statutory public meeting, Council adoption, and submission to Grey County for approval in early 2027.

5. Development Charges Study Update

The Secretary-Treasurer advised that work on the Development Charges Study has resumed following completion of the boundary adjustment. The Town has re-engaged Watson & Associates to complete the background work required for the study update. Results are anticipated to be presented to Council fall 2026.

6. Minor Variance Application, A4-26, Lynn Dentinger------------- 485 16th Ave

The Secretary-Treasurer provided an overview of Minor Variance Application A4-26, advising that the owner is proposing to expand the existing legal non-conforming residential use within the Corridor Commercial (C2) Zone by constructing a 436sq. ft. attached garage. The proposed garage complies with the Zoning By-law requirements for size, setbacks, and height.

Moved by KEITH HOPKINS / Seconded by TERRY LEIS

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Minor Variance Application No. A4-26.

CARRIED

7. Consent Application, B2-26, Jerome & Joanne Weber------------940 8th Ave N

The Secretary-Treasurer explained that the subject lands are situated on the northern side of the Town of Hanover in a predominantly residential area. The land measures 0.80 acres and contains one house and one accessory structure. It is zoned Residential Type 1 (R1) under the Town of Hanover's Comprehensive Zoning By-law. The applicant intends to propose the severance of the existing house and accessory structures to create a new lot. The applicant intends to sell his existing house and construct a new dwelling on severed lands.

Jamie McCarthy from the Town of Hanover Public Works Department provided comments indicating that the newly severed lot will require water and sanitary services, and that drainage and grading must not impact neighbouring properties.

The comments from Saugeen Valley Conservation Authority (SVCA) have been received and stated that the proposed development on the new lot requires SVCA permit as the property falls under SVCA regulated area. No development, filling, or grading will be permitted within 6 meters to the flooding hazard limit.

A comment was received from a member of the public expressing concerns about drainage issues on their property that they attribute to the construction of a single detached dwelling several years ago. The individual is concerned that the proposed development may result in similar drainage problems or increased issues with the existing. The Secretary-Treasurer advised the Committee that the proposed dwelling would not impact the neighbouring property as civil design will be required as part of the building permit application for lot grading.

The owner provided information regarding the proposed severance and that it would require a service easement on the severed lands, which is intended to serve the retained lands for existing sanitary infrastructure. Following discussion, the Committee deferred application to a future meeting to allow for additional information to be provided regarding the service easement and an updated plan/survey to clearly identify the servicing implication.

Moved by TERRY LEIS / Seconded by KEITH HOPKINS

The Planning Advisory Committee recommends that Council and the Committee of Adjustment defer consent application B2-26 until further information is provided.

CARRIED

8. Consent Application, B3-26, Teeswater Concrete 2021 Ltd--------------------------- 341076 Grey Rd 28

The Secretary-Treasurer reviewed a Consent Application proposing the creation of a 2.4 ha vacant lot, which is designated and zoned for industrial uses. The proposal was further explained by Dana Keiffer, Cobide Engineering (agent of application). The proposed retained parcel would contain the existing Teeswater Concrete Ready-Mix plant and would be 8.1 ha in total area. The property would require a Local Official Plan Amendment, as the size of the proposed lot does not comply with the Town of Hanover Local Official Plan. The retained lands will continue to support the existing Teeswater Concrete Ready-Mix operation, while the severed parcel will provide an opportunity for future industrial development within a designated industrial area.

Moved by KEITH HOPKINS / Seconded by TERRY LEIS

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Consent Application No. B3-26.

CARRIED

9. Local Official Plan Amendment Application, LOPA 7-26, Teeswater Concrete 2021 Ltd---------------------------341076 Grey Rd 28

The Secretary-Treasurer reviewed an Official Plan Amendment Application proposing the creation of a 2.4 ha vacant lot, which is designated and zoned for industrial uses. The proposal was further explained by Dana Keiffer, Cobide Engineering (agent of application). The proposed retained parcel would contain the existing Teeswater Concrete Ready-Mix plant and would be 8.1 ha in total area. The property would require a Local Official Plan Amendment, as the size of the proposed lot does not comply with the Town of Hanover Local Official Plan. The application seeks relief from a site-specific policy applying to the lands under Section D.7.4.11, which requires a minimum lot area of 8 hectares for development purposes. As the proposed severed lot is 2.4 ha, an amendment to the Local Official Plan is required. The retained land will continue to support the existing Teeswater Concrete Ready-Mix operation, while the severed parcel will provide an opportunity for future industrial development within a designated industrial area.

The Secretary-Treasurer advised the Committee that, since the contingent applications had been received, approval of the Local Official Plan Amendment (LOPA) would be included as a condition of consent.

Moved by TERRY LEIS / Seconded by KEITH HOPKINS

That the Planning Advisory Committee recommend to Council that they have no objections to the approval of Official Plan Amendment Application No. LOPA 7-26.

CARRIED

10. Environmental Considerations

The Secretary-Treasurer advised the Committee that Consent Application B3-26 requires a Site Plan Agreement, through which the environmental considerations would be addressed.

11. Correspondence

None

12. New Business

The Secretary-Treasurer provided an update to the Committee regarding ongoing building and development occurring throughout the Town.

13. Adjournment

Moved by KEITH HOPKINS
That the meeting now be adjourned at 4:44 pm

Chair, Tim Norwood

Secretary-Treasurer, Andrew Wilken

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3411-26

A by-law to amend By-law 3265-23, a by-law to maintain, manage, regulate and control the Town of Hanover cemetery.

WHEREAS Section 8, 9 and 11 of the Municipal Act, 2001 S.O 2001 c. 25 provides that a municipality may govern its affairs as it considers appropriate, and provide any service that the municipality considers necessary or desirable for the public;

AND WHEREAS pursuant to Section 224 (c) and (d) of the Municipal Act, 2001, S.O. 2001, Council may determine which services the municipality provides and ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;

AND WHEREAS section 150 of Ontario Regulation 30/11 (O. Reg. 30/11) under the Funeral, Burial and Cremation Services Act, 2002 S.O. 2002, c. 33 provides that a cemetery operator may make by-laws governing the operation of the cemetery;

AND WHEREAS the Council of the Town of Hanover deems it in the public interest to amend By-Law No. 3265-23 to ensure all cemeteries within the Town of Hanover are considered within the by-law and update the definition of Cemetery.

NOW THEREFORE the Council of the Corporation of the Town of Hanover hereby enacts as follows:

1. THAT the purpose of the by-law be amended by replacing the purpose with the following:

BEING A By-law to maintain, manage, regulate and control the cemeteries within the Town of Hanover.

2. THAT Section 1 – Definitions be amended by replacing the definition of Cemetery with the following:

Cemetery means the active and inactive lands set aside and approved for the interment of human remains and includes a columbarium, chapel, or other such structures and under the jurisdiction of the Town of Hanover.

3. THAT all other provisions of By-law No. 3265-23 shall remain in full force and effect.

READ a **FIRST, SECOND** and **THIRD TIME** and **FINALLY PASSED** this 10th day of August, 2026.

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Susan Paterson, Mayor

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Vicki McDonald, Clerk

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3412-26

A By-law to appoint a Chief Administrative Officer for the Town of Hanover.

WHEREAS Section 229 of the Municipal Act, 2001, S.O. 2001 c. 25, as amended states that Council may appoint a Chief Administrative Officer who shall be responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and performing such other duties as are assigned by the municipality.

AND WHEREAS the Council of the Corporation of the Town of Hanover deems it necessary and expedient to appoint a Chief Administrative Officer;

NOW THEREFORE the Council of the Corporation of the Town of Hanover enacts as follows:

1. THAT Andrew Wilken is hereby appointed as Chief Administrative Officer of the Corporation of the Town of Hanover effective October 13, 2026.

2. THAT the Chief Administrative Officer terms of employment and approved job description are provided in the final employment agreement.

3. THAT By-law 3220-22 be repealed in its entirety effective October 13, 2026.

4. THAT this By-law shall come into force and effect upon the final reading thereof.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 10th day of August, 2026.

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Susan Paterson, Mayor

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Vicki McDonald, Clerk

Hanover
Ontario, Canada

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3413-26

A By-law of the Town of Hanover to confirm the proceedings of the Council of the Corporation of the Town of Hanover at its regular meeting held on August 10, 2026

WHEREAS the Municipal Act, S.O. 2001, c.25, as amended, Section 5 and amendments thereto, provides that the powers of a municipal corporation shall be exercised by its Council;

AND WHEREAS the Municipal Act, S.O. 2001, c.25, as amended, Section 5 and Section 9, and amendments thereto, provides that except where otherwise provided, the powers of any Council shall be exercised by by-law;

AND WHEREAS in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

NOW THEREFORE the Council for the Corporation of the Town of Hanover hereby enacts as follows:

1. THAT the actions of the Council at its regular meeting held on August 10, 2026 in respect of each motion, resolution and other action taken by the Council, and its Committees, at its said meetings are, except where the prior approval of the Ontario Municipal Board or other authority is by law required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.

2. THAT where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned Minutes or with respect to the exercise of any powers by the Council in the above mentioned Minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.

3. AND THAT the Mayor and the proper officers of The Corporation of the Town of Hanover are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, the Clerk and the Treasurer are hereby directed to execute all documents necessary on behalf of the Corporation of the Town of Hanover and to affix thereto the corporate seal of the Corporation of the Town of Hanover.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 10th day of August, 2026.

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Susan Paterson, Mayor

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Vicki McDonald, Clerk

Hanover
Ontario, Canada