

REGULAR COUNCIL MEETING AGENDA

Monday, September 21, 2026, 4:00 pm

Council Chambers | Civic Centre

341 10th Street

Hanover, ON N4N 1P5

ZOOM MEETING PUBLIC ACCESS WEBSITE

Part 1 - <https://us02web.zoom.us/j/82058863265>

Part 2 - <https://us02web.zoom.us/j/89483867997>

	Pages
1. National Anthem	
2. Call to Order	
3. Land Acknowledgment	
4. Disclosure of Pecuniary Interest	
5. Agenda Additions or Deletions	
6. Public Meeting Under the Planning Act	
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14.	Correspondence Requiring Action	
15.	Notice of Motion	
16.	Good News and Celebrations	
17.	Upcoming Committee Meetings	
	Note: Meeting dates occurring after November 15, 2026 are tentative and subject to change due to impending expiry of appointment terms.	
17.1	Age Friendly Committee - Monday November 16, 2026 10:00am	
17.2	Economic, Tourism & Cultural Development Committee - Wednesday November 18, 2026 9:00am	
17.3	Cultural Roundtable Subcommittee - Wednesday October 7, 2026 10:00am	
17.4	Heritage Subcommittee - Thursday November 19, 2026 10:00am	
17.5	Planning Advisory Committee - Tuesday October 13, 2026 4:00pm	
17.6	Hanover Police Service Board - Monday October 19, 2026 10:00am	
17.7	Hanover Public Library Board - Wednesday October 21, 2026 6:00pm	
17.8	Parks, Recreation & Culture Advisory Committee - Wednesday September 23, 2026 6:00pm	
17.9	Hanover / Walkerton Waste Management Committee - Tuesday October 13, 2026 1:00pm	
17.10	Saugeen Municipal Airport Commission - Wednesday October 21, 2026 1:00pm	
17.11	Saugeen Mobility and Regional Transit Board - Friday September 25, 2026	
18.	Important Dates and Announcements	
18.1	Finance Committee Meeting - Monday September 28, 2026 4:00pm	
18.2	Next Regular Council Meeting – Monday October 5, 2026 4:00pm	
19.	Closed Meeting	
	That the council of the Town of Hanover meet in closed session in order to address a matter pertaining advice that is subject to solicitor-client privilege,	

including communications necessary for that purpose with respect to a residential property matter.

20. Confirmation of Proceedings By-law

20.1 By-law 3416-26 - Confirm Proceedings of the September 21, 2026 Regular Council Meeting 234

21. Adjournment

Staff Report To Council

From: Andrew Wilken, Director of Development & Infrastructure / CBO
Date: September 21, 2026
Report: PB-19-26
Subject **Public Meeting for Local Official Plan Amendment (LOPA#7)–
 Teeswater Concrete 2021 Ltd. 341076 Grey Road 28**

Recommendation

That Report PB-19-26- Public Meeting for Local Official Plan Amendment (LOPA#7) – Teeswater Concrete 2021 Ltd. 341076 Grey Road 28 be received; and

That council adopt By-Law No. 3415-26.

Background

On July 8, 2026, Cobide Engineering Inc., on behalf of Teeswater Concrete 2021 Ltd., submitted an application for a Town of Hanover Official Plan Amendment (OPA) to recognize the proposed lot size and provide policy support for the development of the lands notwithstanding the existing 8-hectare minimum lot area requirement. The subject lands are currently subject to a site-specific policy that requires a minimum lot area of 8 hectares for industrial development. The proposed severed lot has an approximate area of 2.4 hectares and is designated and zoned for industrial uses.

Discussion

The subject lands are located on the northwest side section of Town and have operated as a ready-mix concrete supplier and manufacturer since 2023. The lands are designated Industrial and Electric Utilities in the Town of Hanover Official Plan and are zoned General Industrial (M2) in the Town of Hanover Zoning By-law. Hydro easements traverse the lands on a slight diagonal and effectively bisect the property.

The OPA application was submitted concurrently with a Consent Application (B3-26). The Consent Application proposes the creation of a 2.4-hectare vacant lot, which is designated and zoned for industrial uses. The retained parcel will continue to accommodate the existing Teeswater Concrete Ready-Mix plant and will have a total area of approximately 8.1 hectares.

The OPA seeks relief from a site-specific policy applying to the lands in Section D.7.4.11 that states “Notwithstanding Section D7.3, the following applies to those lands designated Industrial and referencing Section D7.4.11 on Schedule A:

- a) Development shall only be permitted on a property having a minimum lot area of 8 hectares. This may require an assembly of smaller lots. The intent of this policy is to encourage large manufacturing operations to establish in this area of Town.

The development of a smaller lot on an infilling basis may be given through an amendment to this Official Plan, provided the development is justified to the satisfaction of the Town.”

A hydro easement traverses the subject property, effectively dividing the lands into two distinct areas. As development is not permitted within the easement, it provides a natural separation between the proposed severed and retained parcels. The proposed severed lot represents an appropriate infill development opportunity for a range of industrial use permitted within the General Industrial Zone (M2). The proposal promotes the efficient use of designated industrial land while increasing the supply of available industrial lots within the Town.

The proposed development is consistent with the Provincial Policy Statement (PPS) 2024 as it directs the growth and development within existing settlement areas (2.3.1.1). The proposed creation of a new industrial lot is consistent with the PPS 2024, particularly Policy 2.8.1.1(b), which promotes providing a range and choice of suitable sites for employment uses to meet the needs of existing and future businesses. The proposed lot would provide an additional site for industrial/employment development within the existing settlement area.

The proposal is also consistent with Policy 2.8.1.1(d), which encourages the intensification of employment uses and compatible, compact development to support the development of complete communities. The proposed lot creation would facilitate the efficient use of existing industrial lands and support additional employment opportunities without requiring an expansion of the settlement area.

The proposed OPA is consistent with the Planning Act, Grey County Official Plan and also satisfies Section F13 of the Town of Hanover Official Plan.

Comments were received Grey County and Hydro One and are included within the package. A planning justification report accompanied the application as produced by Dana Kieffer of Cobide Engineering and is also included herein.

Subject to approvals, the property will be subject to Site Plan Control in the future proposed development of the property. The property will be expected to connect to Town infrastructure when made available.

Financial Implications

There are no financial implications to the Town associated with this report.

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,

Andrew Wilken
Director of Development & Infrastructure /
CBO

Sherri Walden
CAO

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3415-26

A By-law to adopt Amendment No. 7, to the Town of Hanover official Plan.

The Council of the Town of Hanover, in accordance with the provisions of Section 17 and 21 of the Planning Act, R.S.O. 1990, c.P.13, as amended, hereby enacts as follows:

1. Amendment No. 7 to the Town of Hanover Official Plan is hereby adopted.
2. The Clerk is hereby authorized and directed to submit Amendment No. 7, together with the required record, to the County of Grey Planning and Development
3. This by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 21st day of September 2026.

Susan Paterson, Mayor

Vicki McDonald, Clerk

DRAFT

AMENDMENT NO. 7
TO THE
TOWN OF HANOVER
OFFICIAL PLAN

DRAFT

AMENDMENT NUMBER NO. 7

**TO THE
TOWN OF HANOVER
OFFICIAL PLAN**

DRAFT

**AMENDMENT NO. 7
TO THE TOWN OF HANOVER
OFFICIAL PLAN**

PART A - THE PREAMBLE

**Purpose
Location
Basis**

PART B - THE AMENDMENT

**Introductory Statement
Details of the Amendment
Schedule A-7**

PART C - THE APPENDICES

**AMENDMENT NO. 7
TO THE TOWN OF HANOVER
OFFICIAL PLAN**

THE CONSTITUTIONAL STATEMENT

PART A - THE PREAMBLE does not constitute a part of this Amendment.

PART B - THE AMENDMENT consisting of the following text and Schedule A-7 constitute Amendment No. 7 to the Town of Hanover Official Plan.

PART C - THE APPENDICES attached hereto do not constitute part of this Amendment. The appendices contain planning considerations and public involvement associated with this Amendment.

**AMENDMENT NO. 7
TO THE TOWN OF HANOVER
OFFICIAL PLAN**

PART A - THE PREAMBLE

PURPOSE

The purpose of this Amendment is to provide relief from the site-specific policy in Section D.7.4.11, which requires a minimum industrial lot area of 8 hectares, and to recognize the creation of a 2.4-hectare vacant industrial lot through the consent process on the subject lands municipally described as 341076 Grey Road 28.

LOCATION

The lands subject to this amendment are described as Part of Lot 4, Concession 2, North of the Durham Road and Part of Lot 5 judges Plan 55 and EXP, Parts 1 and 2 Plan GS100261, Parts 6 and 7, RP 16R 9565, Parts 1 to 3 RP 16R 10652, Town of Hanover, as shown on Schedule A-7 attached.

BASIS

The subject lands are located within the Industrial Area on the northwest side of the Town of Hanover. The property is currently designated Industrial and Electric Utilities under the Town of Hanover Official Plan Amendment No. 3. The lands comprise approximately 10.5 hectares and are traversed by a hydro easement running on a slight diagonal across the property, effectively bisecting the lands. The property recently underwent the consent process to create a 2.4-hectare vacant industrial lot. The existing business will continue to operate on the retained parcel.

The Hanover Official Plan contains a site-specific policy, Section D.7.4.11, applicable to the industrial lands, which states that: "Notwithstanding Section D7.3, the following applies to those lands designated industrial and referencing Section D7.4.11 on Schedule A"

- a) Development shall only be permitted on a property having a minimum lot area of 8 hectares. This may require an assembly of smaller lots. The intent of this policy is to encourage large manufacturing operations to establish in this area of Town. The development of a smaller lot on an infilling basis may be given through an amendment to this Official Plan, provided the development is justified to the satisfaction of the Town"

The presence of the hydro easement creates a natural division between the proposed and retained parcels. As buildings and structures cannot be constructed within the easement, it provides a clear physical separation between the two parcels and supports their independent use and development.

The proposed lot represents a good infill opportunity for future industrial development, utilizing an existing parcel within the established industrial area.

The development of the vacant lot would support the efficient use of existing industrial lands and contribute to the continued growth and diversification of the Town's industrial land base.

DRAFT

PART B – THE AMENDMENT

INTRODUCTORY STATEMENT

All of this part of the document entitled PART B – THE AMENDMENT consisting of the following text and schedule constitutes Amendment No. 7 to the Town of Hanover Official Plan.

DETAILS OF THE AMENDMENT

The Town of Hanover Official Plan is hereby amended as follows:

1.0 Map Changes

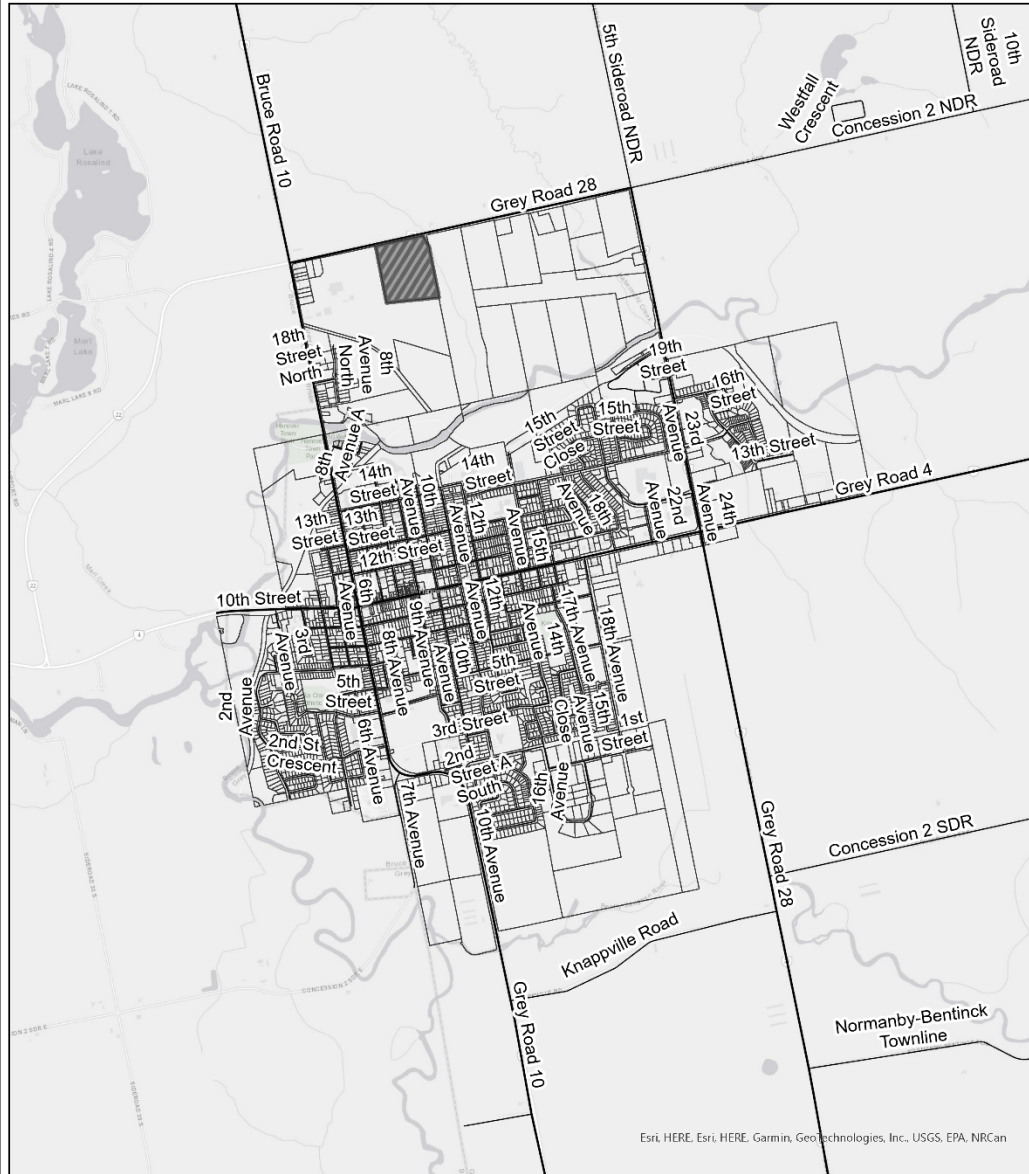
Schedule A of the Official Plan is hereby amended by identifying the property shown as “Subject Lands” on Schedule A-7 to this Amendment with the following label: “Lands Subject to Policy D7.4.14”.

2.0 Text Changes

Section D.7 is hereby amended by adding the following:

D7.4.14 Notwithstanding any policies to the contrary, on those lands described as Part of Lot 4, Concession 2, North of the Durham Road and Part of Lot 5 judges Plan 55 and EXP, Parts 1 and 2 Plan GS100261, Parts 6 and 7, RP 16R 9565, Parts 1 to 3 RP 16R 10652, Town of Hanover, as shown on Schedule “A-7” as “Lands Subject to Policy D7.4.14, “may have a lot size of 2.4 ha, consistent with the attached Schedule A”.

TOWN OF HANOVER OFFICIAL PLAN AMENDMENT SCHEDULE 'A - 7'



Legend

-  Teranet Assessment Parcel Fabric*
-  Locally Maintained Assessment Parcel
-  Subject Lands



Meters
0 237.5 475 950 1,425 1,900

Hanover
Ontario, Canada

APPENDIX 'A'

Planning Report
Proposed Official Plan Amendment

DRAFT

APPENDIX 'B'

Minutes of Public Meeting

DRAFT



May 12, 2026

BY EMAIL ONLY

Ms. Andriela Sengupta,
Building and Planning Assistant
Town of Hanover
341 10th St.
Hanover ON N4N 1P5

Tel: 519-364-2780
Email: asengupta@hanover.ca

**Subject: Proposed Consent and Official Plan Amendment Applications
341076 Grey Road 28, Hanover**

Dear Ms. Sengupta:

Please accept this letter in support of an application for Consent and Local Official Plan Amendment for the lands municipally known as 341076 Grey Road 28, Hanover.

The development concept includes the creation of a 2.4 ha vacant lot, designated and zoned for Industrial uses. The proposed retained parcel will contain the existing Teeswater Concrete Ready-Mix plant and be 8.1 ha. in total lot area.

The Official Plan Amendment seeks relief from a site-specific policy applying to the lands in Section D.7.4.11 that states: Notwithstanding Section D7.3, the following applies to those lands designated Industrial and referencing Section D7.4.11 on Schedule A:

- a) Development shall only be permitted on a property having a minimum lot area of 8 hectares. This may require an assembly of smaller lots. The intent of this policy is to encourage large manufacturing operations to establish in this area of Town. The development of a smaller lot on an infilling basis may be given through an amendment to this Official Plan, provided the development is justified to the satisfaction of the Town.

Planning Context:

The subject lands are designated Primary Settlement Area in the Grey County Official Plan, Industrial in the Town of Hanover Official Plan and zoned General Industrial (M2) in the Town of Hanover Zoning Bylaw.

Permitted Uses:

The Provincial Planning Statement (PPS) directs that settlement areas are to the focus of growth and development (policy 2.3.1.1). The Grey County Official Plan permits a full range of industrial uses in Primary Settlement Areas (policy 3.5.3). The Hanover Official Plan seeks to provide an adequate support of vacant, serviced industrial within Hanover to attract new industrial development. This designation permits a variety of industrial uses such as manufacturing, fabricating, processing, assembling, repairing and storing of goods, materials, commodities (policy D7.3.1).

The proposed new lot is designated and zoned for industrial uses and complies with the provisions of the General Industrial (M2) Zone. Future development of the lot that is not consistent with the permitted uses or standards of the M2 Zone would require further planning relief at the appropriate time.

Site Layout Considerations

The subject lands have hydro easements running through them on a slight diagonal that effectively bisect the property, creating both physical and functional separations between the existing Teeswater Concrete Ready-Mix operation on the retained lands and the proposed severed parcel (identified in red below). These easements, and presence of overhead hydro lines provides a clear separation between the areas of the lot.



Figure 1: Aerial Photograph

It is this practical constraint that largely informs and justifies the consideration of the proposed consent, consistent with Hanover Official Plan policy D7.4.11. The presence of the hydro easements creates a natural division between the proposed severed and retained parcels, resulting in two distinct development areas on the lot that more easily function independently of one another. Given that no buildings or permanent structures can be located within the easement corridor, the lands on either side are effectively constrained to operate as separate parcels from a land use and site design perspective.

In this context, the proposed severance represents a logical outcome to the limitations of the property and can positively provide an infill opportunity for industrial uses. Rather than attempting to design a single development across bisected lands with restricted connectivity and fragmented buildable areas, the consent facilitates the creation of two parcels that can each be planned, accessed, and serviced in a coherent and functional manner, while respecting the

legal limits of the easements. This approach aligns the legal configuration of the lands with the on-the-ground developable area reality.

Official Plan Amendment Policies

The HOP requires that proposed Official Plan Amendments be reviewed through the policies of Section F13.

Policy	Response
F13.2.1 If the Amendment is proposing a change in land use designation, is there a demonstrated need in the Town for additional lands to be brought into the new land use designation?	The proposal does not seek to change the existing land use designation.
F13.2.2 If the Amendment is proposing a change in land use designation, will a sufficient amount of land remain in the current land use designation within that settlement area as required to accommodate development within the planning horizon of the County of Grey Official Plan.	The proposed application does not seek to amend the existing land use designation. The lands will continue to be designated for industrial purposes in the Official Plan. Rather than introducing a new designation or reducing the supply of industrial land within the settlement area, the development concept facilitates a more efficient and effective use of land that is already designated for industrial development and proposes to increase industrial development opportunities. Therefore, the development concept supports the increased availability and intensification of serviced industrial designated lands, consistent with the intent of all levels of planning policies.
F13.2.3 Is there a demonstrated need for the proposed development?	The proposed development concept is consistent with Provincial, County, and local policy objectives that promote the efficient use of serviced settlement area lands. The intent of the site-specific policy applying to the lands is understood to ensure that parcels of a suitable size to accommodate viable industrial uses are maintained. In this regard, the proposed 2.4 ha lot is still considered to remain a sufficient size to feasibly and functionally support the establishment of an industrial use.
F13.2.4 Is it desirable and appropriate to change the Official Plan to accommodate the proposed use?	The proposed Official Plan Amendment seeks relief from the site-specific policy applying to the subject lands, which requires a minimum area of 8 hectares for development. The Amendment would permit

	a reduced lot area of approximately 2.4 hectares to facilitate the creation of a smaller industrial parcel. Importantly, the lands remain designated for industrial uses, and the proposed amendment does not propose new uses or alter the overall size of the designation. Rather, it modifies an existing development constraint to better reflect a more efficient lot configuration for industrial development. In this context, the proposed Amendment would support more efficient utilization of serviced settlement area lands by enabling additional industrial development potential on lands already identified and planned for such use. It would also facilitate the increased development of the lands without undermining the broader intent of the Official Plan policies. On balance, the proposed change is considered appropriate and desirable as it improves the efficient use of land within the existing designated industrial area.
F13.2.5 What impacts will the proposed development have on the surrounding land uses, municipal servicing, traffic movements, built heritage and natural environment? How can these impacts be eliminated or minimized?	The proposed Official Plan Amendment will facilitate the creation of a new industrial lot within an existing industrial designation. As a specific use/ conceptual plan has not yet been identified, detailed impacts on surrounding land uses, servicing, traffic, heritage, and the natural environment cannot be fully assessed at this stage. Any future development will be subject to Site Plan Control, where detailed technical studies and design measures can be required to identify and mitigate potential impacts based on the eventual end use. The proposal remains consistent with the planned industrial context of the area and in this regard, remains compatible with surrounding uses.
F13.2.6 Does the proposed Amendment maintain the goals and objectives of this Official Plan?	Yes, since the development concept would provide a vacant industrial lot in an industrial area, the proposed amendment advances the objectives of the Industrial designation including: <i>to provide an adequate supply of vacant, serviced, industrial land within Hanover in order to attract new industrial</i>

	<i>development to the Town (D7.2.1). Further, policy D7.2.5 which states to encourage new industrial uses to locate within the Industrial designation as concentrated nodes of development, as opposed to scattered uncontrolled development.</i>
F13.2.7 Does the proposed Amendment conform with the County of Grey Official Plan?	Yes, the proposed amendment is consistent with the Primary Settlement Area objectives and goals to provide a variety of uses in serviced settlement areas. There are no size restrictions in this designation.
F13.2.8 Is the proposed Amendment consistent with the Provincial Policy Statement?	Yes, there are no size restrictions in the PPS and the proposed amendment is consistent with providing employment uses in serviced employment areas.

Consent Policies

The proposed lot creation is consistent with the policies of Section E4.1.3 Severances of the Town of Hanover Official Plan.

Zoning Bylaw Matrix

The subject lands are zoned General Industrial (M2). No amendments to the zone are being sought through these applications.

Zoning Matrix, Proposed Severed Parcel **required amendments shown in red**

Regulations	Required	Provided
Lot Frontage	29 m	166 m
Lot Depth	60 m	195 m
Lot Area	1860 m ²	2.44 ha
Front Yard	15 m	TBD
Rear Yard	10.5 m	TBD
Interior Side Yard	4.5 m	TBD
Exterior Side Yard	15 m	TBD
Landscaped Open Space	15 %	TBD
Lot Coverage	60 %	TBD

Zoning Matrix, Proposed Retained Parcel **required amendments shown in red**

Regulations	Required	Provided
Lot Frontage	29 m	115 m
Lot Depth	60 m	336 m
Lot Area	1860 m ²	8.1 ha
Front Yard	15 m	201 m
Rear Yard	10.5 m	84 m
Interior Side Yard	4.5 m	33 m
Exterior Side Yard	15 m	N/A
Landscaped Open Space	15 %	66 %
Lot Coverage	60 %	0.75 %

Conclusions

In conclusion, the proposed Consent and Official Plan Amendment represent an appropriate development of the subject lands in response to the existing constraints. The diagonal hydro easements effectively bisect the property, creating a clear separation that limits the subject lands' use as a cohesive parcel.

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.

On balance, the application is consistent with provincial policy, conforms to the local planning framework, and represents good land use planning.

If you have any questions regarding the above, please contact the undersigned at 519-506-5959, extension 106.

Sincerely,

Cobide Engineering Inc.

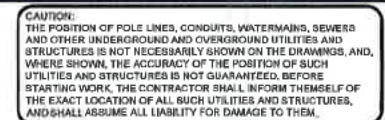


Dana Kieffer, M.Sc. (Planning), MCIP, RPP
Senior Development Planner,
Cobide Engineering Inc.

Encl.

cc: Mr. Aaron Armstrong, Teeswater Concrete

"H:\Armstrong\13045- Armstrong Severance Hanover\Correspondence\Letters\2026-05-06 Planning Letter 13045.docx"



THIS IS NOT A PLAN OF SURVEY



SCALE 1:2500



1	MAY 04/26	FIRST SUBMISSION	JHL	DN	
No.	DATE	DESCRIPTION	BY	APP	
REVISION / ISSUE					

REVISION / ISSUE

Title: SITE PLAN
341076 GREY ROAD 28
GEOGRAPHIC TOWNSHIP OF BENTINCK
TOWN OF HANOVER
COUNTY OF GREY

Client:

ARMSTRONG



517 10th St, Hanover, ON N4N 1R1
Telephone: (519) 805-3958
www.cobldmna.com

Design: _____	Scale: 1:2500
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Drawn: JHL

Approved:	
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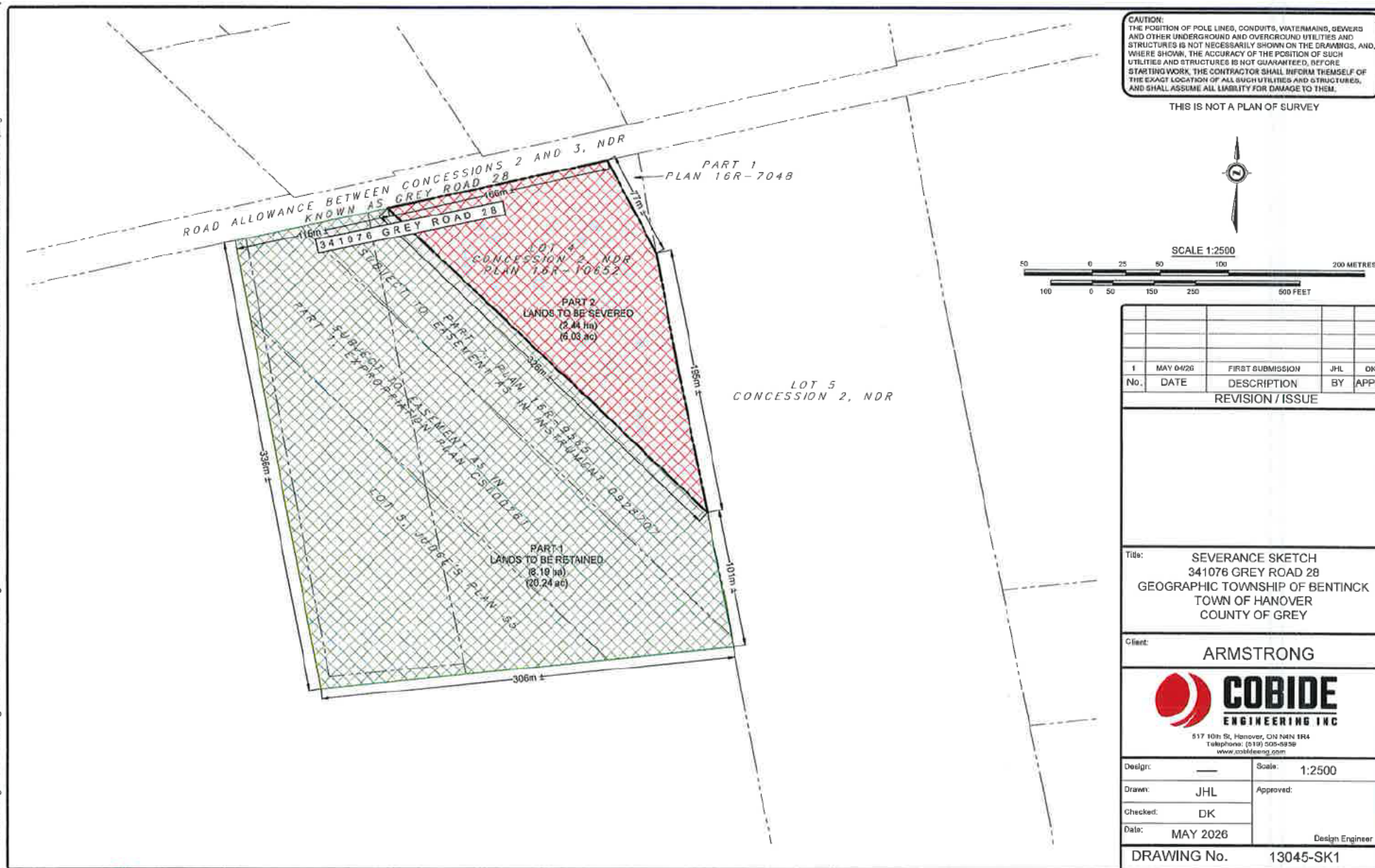
Checked: DK

DK

Date: MAY 2026

Design Engineer

DRAWING No. 13045-SK1



THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. XXXXX

A By-law to adopt Amendment No. X, to the Town of Hanover Official Plan.

The Council of the Town of Hanover, in accordance with the provisions of Section 17 and 21 of the Planning Act, R.S.O. 1990, c.P.13, as amended, hereby enacts as follows:

1. Amendment No. X to the Town of Hanover Official Plan is hereby adopted.
2. The Clerk is hereby authorized and directed to submit Amendment No. X, together with the required record, to the County of Grey Planning and Development
3. This by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this

Mayor

Clerk

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. XXXXX

A By-law to adopt Amendment No. X, to the Town of Hanover Official Plan.

Part B- The Amendment

Introductory Statement

All of this part of the document entitled "Part B - The Amendment" and consisting of the following text and attached map designated as Schedule 'A', constitutes Amendment Number XX to the Town of Hanover Local Official Plan.

Details of the Amendment

The Town of Hanover Local Official Plan is proposed to be amended as follows:

- 1) "Schedule A: Land Use Plan" to the Town of Hanover Local Official Plan is hereby amended by changing the land use designation on lands described as BENTINCK CON 2 NDR PT LOT 4; PLAN 55 PT LOT 5 AND EXP; PLAN GS100261 PARTS 1 AND 2; RP 16R9565 PARTS 6 AND 7 RP; 16R10652 PARTS 1 TO 3, County of Grey as shown on Schedule 'A' to the by-law, by adding the following subsection to Section D7.4.11:

Teeswater Concrete

Notwithstanding the policies within subsection D7.4.11, the lands described as BENTINCK CON 2 NDR PT LOT 4; PLAN 55 PT LOT 5 AND EXP; PLAN GS100261 PARTS 1 AND 2; RP 16R9565 PARTS 6 AND 7 RP; 16R10652 PARTS 1 TO 3, County of Grey, may have a lot size of 2.4 ha, consistent with the attached Schedule A.



517 10th STREET, Hanover, Ontario N4N 1R4
Telephone: (519) 506-5959
www.cobideeng.com

SCHEDULE A
TOWN OF HANOVER
COUNTY OF GREY
OFFICIAL PLAN AMENDMENT
341076 GREY ROAD 28
MAY 12, 2026



LANDS TO BE DESIGNATED INDUSTRIAL



LANDS TO BE DESIGNATED INDUSTRIAL WITH EXCEPTIONS



Planning and Development

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-372-0219 / 1-800-567-GREY / Fax: 519-376-7970

August 28, 2026

Andrew Wilken
Town of Hanover
341 10th Street
Hanover, ON
N4N 1P5

RE: Local Official Plan Amendment 6 (LOPA 7) and Consent B3-26 – Teeswater Concrete 2021 Ltd.
Address: 341076 Grey Road 28, Town of Hanover
Roll: 422904000336703
Owner: Teeswater Concrete 2021 Ltd.
Applicant: Cobide Engineering Inc. C/O Dana Kieffer

Dear Mr. Wilken,

This correspondence is in response to the above noted related applications. We have had an opportunity to review the applications in relation to the Provincial Planning Statement (PPS) and the County of Grey Official Plan (OP). We offer the following comments.

The purpose of the Official Plan Amendment is to amend Section D7.4.11 of the Town of Hanover Official Plan to permit the development of industrial lands having a lot area of less than 8 hectares, where such development is justified to the satisfaction of the Town. The amendment is intended to provide policy support for the creation of a 2.4-hectare vacant industrial lot through Consent Application B3-26. The retained lot (containing the Teeswater Concrete Ready-Mix plant) would be 8.1 hectares in total lot area and would continue to conform to the policies of the Town's OP.

Schedule A of the Grey County Official Plan designates the subject lands as mostly 'Primary Settlement Area' with a small area of 'Hazard Lands.' Section 3.5(3) states,

This Official Plan promotes the development of Primary Settlement Area land use types for a full range of residential, commercial, industrial, recreational, and institutional land uses. These areas will be the focus of the majority of growth within the County.

Page 2

August 28, 2026

The subject applications would permit the creation of a new industrial lot, being 2.4 hectares in size. It is noted that the subject property is currently bisected by an electrical corridor and, given required limitations of development within the electrical corridor, functionally acts as two separate lots. The severance would permit the efficient development of the other portion of the lot and zoning is not proposed to be altered at this time. In that respect, County planning staff have no concerns with the proposal. In general, Grey County would support the continued use of the subject property for permitted industrial uses.

It is recommended that Saugeen Valley Conservation Authority provided further comments regarding the 'Hazard Lands' on the property.

Grey County Planning Ecology Comments:

Grey County Planning ecology staff have reviewed the proposal and provided the following comments:

- While no new development is proposed at this stage, Grey County Ecology staff would note that any future development should maintain a minimum 30-meter setback from the existing watercourse/drainage area to the east of the subject property. It is further noted that this setback is generally captured by the existing Hazard Lands mapping per Schedule A of the County's Official Plan.

Please contact ecology@grey.ca for any questions or concerns related to the above comments.

Grey County Transportation Services Comments:

Grey County Transportation Services staff have reviewed the proposal and provided the following comments:

- As a condition of approval for the subject consent application, road widening of 3 meters shall be conveyed to the County of Grey along the frontage of the County Road for both the severed and retained parcels, at the expense of the applicant.
- The entrance for the proposed severed lot should be 100 meters away from any other entrance. The existing rough entrance meets this criteria but shall be upgraded to a paved CSAS commercial entrance for industrial use. This may be done as a condition of future site plan approval.

Please contact roads@grey.ca for any questions or concerns related to the above comments.

Page 3
August 28, 2026

Summary:

Provided that the above comment for road widening as requested by County Transportation Services is added as a condition of approval for the consent application, County staff have no further concerns with the proposed Official Plan Amendment or lot severance.

Please note that should these applications be supported by the Township of Hanover, final approval of the Official Plan Amendment would be delegated to the Director of Planning at the County of Grey. An application form/package and fee would be required at that time and is available on the [County website](#).

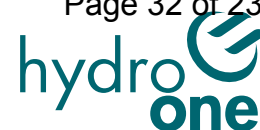
The County requests notice of any decision rendered with respect to these files.

If you wish to discuss this matter further, please contact me.

Yours truly,



Becky Hillyer
Senior Planner
(548) 877 0715
Becky.Hillyer@grey.ca
www.grey.ca



Hydro One Networks Inc.
Facilities & Real Estate
P.O. Box 4300
Markham, Ontario L3R 5Z5

HydroOne.com

Courier:
185 Clegg Road
Markham, Ontario L6G 1B7

VIA E-MAIL ONLY TO awilken@hanover.ca

2026-09-14

Attention Andrew Wilken

Dear Andrew Wilken,

Re: Proposed Application for Consent,
341076 Grey Road 28
Hanover
File: B3-26

Please be advised that Hydro One Networks Inc. ("HONI") has completed a preliminary review of the above noted consent to sever application. As the subject property is abutting and/or bisected by a HONI high voltage transmission corridor (the "transmission corridor"), HONI has no objection *in principle* to the proposed severance, provided HONI's easement rights are protected and maintained.

Please be advised that any placement of permanent structures, facilities or landscaping within the transmission corridor is **prohibited** without the prior written approval of HONI.

If in the future the owner proceeds with a site plan, plan of subdivision and/or plan of condominium application, the owner must make arrangements satisfactory to HONI for lot grading and drainage, and any proposed uses on the transmission corridor. The costs of any relocations or revisions to HONI facilities which are necessary to accommodate this proposal will become the responsibility of the developer.

Our preliminary review only considers issues affecting HONI's transmission facilities and transmission corridor lands. For any proposals affecting distribution facilities (low voltage), the developer should consult the local distribution supplier.

Yours truly,

Land Use Planning Department
Hydro One Networks Inc.
Email: LandUsePlanning@HydroOne.com

Your annual contribution: \$90,000



\$70,000
— Hospital equipment

\$20,000

— Physician
recruitment
and retention

Supporting Care Today and Into the Future

Our Foundation

14 directors, one full-time staff member, and community volunteers.

Our Mission

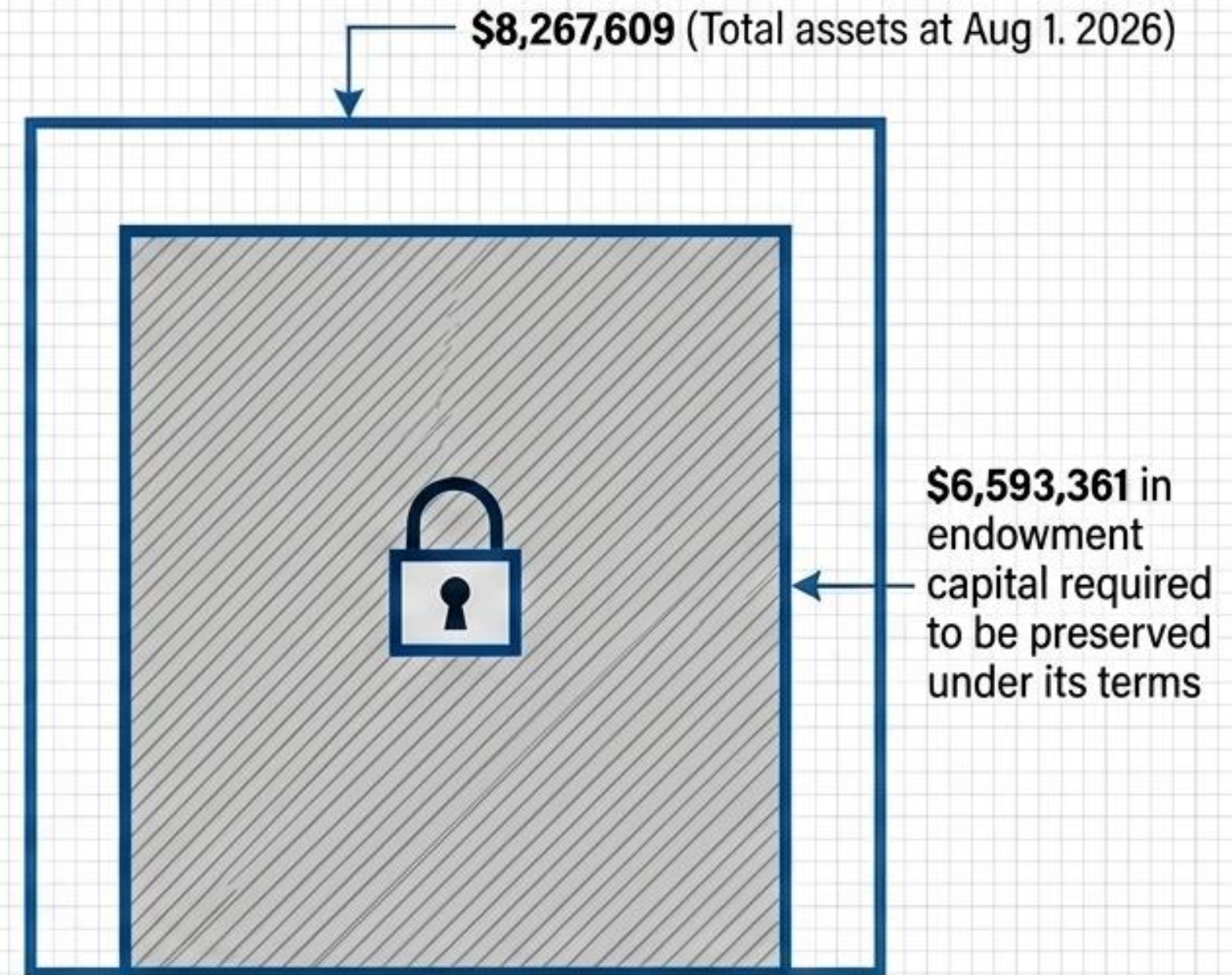
Working together with communities across our region through charitable support to ensure Hanover and District Hospital can provide exceptional care to all who need it.

Our Vision

To strengthen access to quality rural healthcare by empowering communities across our region to give, connect, and care.

Our Values

Community | Compassion | Collaboration | Achieving More by Working Together

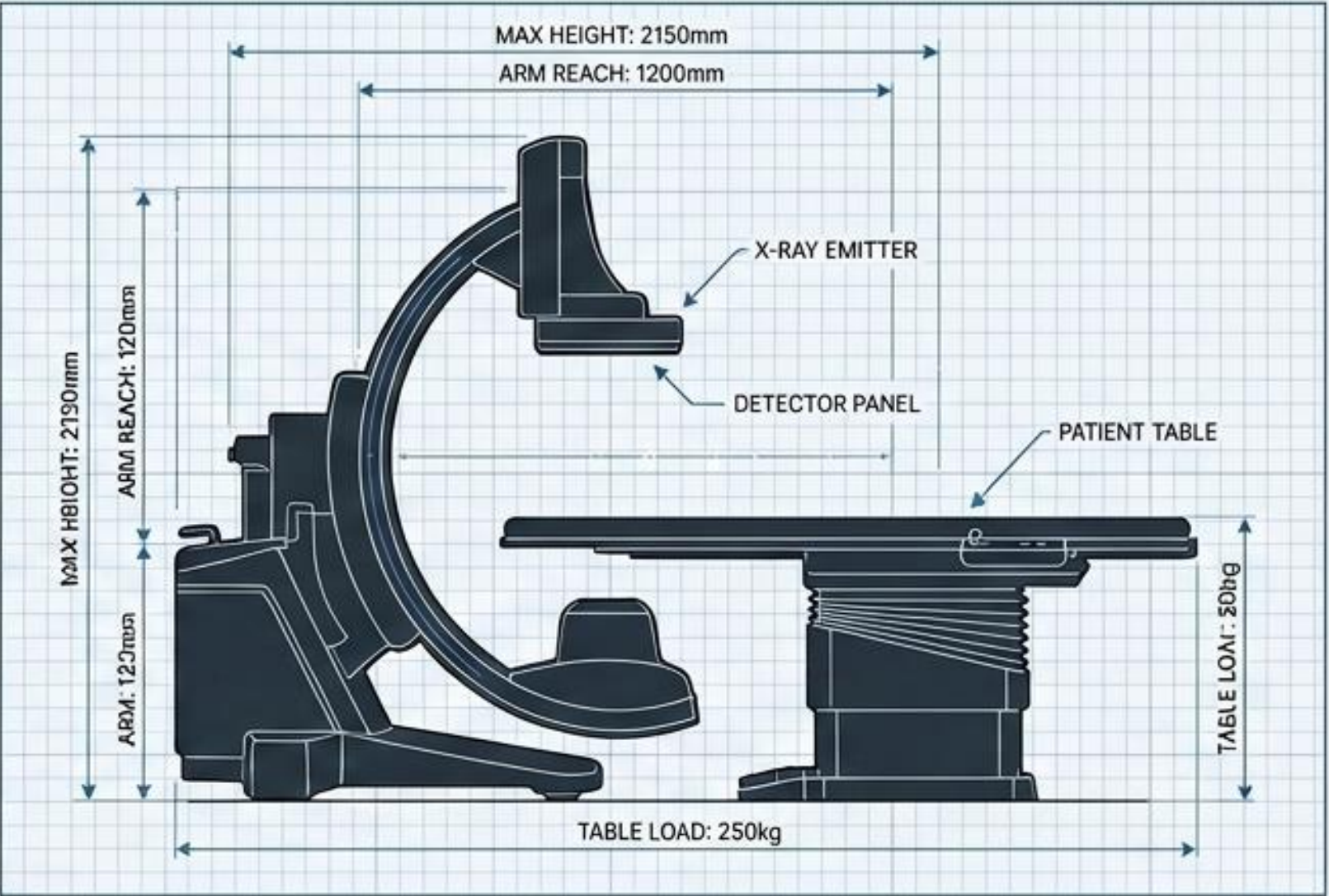


\$70,000 Toward the Tools Our Care Teams Need

2025/26 Town equipment contribution:

\$70,000

The town's \$70,000 contribution from the past year has gone towards replacing our aging fluoroscopy unit (Total project budget: \$800,000). The new unit will be paid off before the end of 2026 and the new diagnostic equipment has already been ordered.



Foundation-supported improvements funded by the Town's support:

	Family-centered birthing unit		Laparoscopic tower		Relocation of Day Surgery dept
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Over the years with the support of the Town of Hanover and \$70,000 being designated to equipment every year, you have helped us to fund these projects and so much more.

\$20,000: Where Recruitment and Retention Funding Goes

Recruitment outreach and related expenses	\$14,000
Physician retention activities	\$6,000
Total spent during reporting period	\$20,000
Unspent balance at reporting date	0
Total accounted for	\$20,000

Quebec City recruitment conference (April 2026)



Recruitment expenses: Event participation, travel, accommodation, meals, promotional materials, hosting/entertaining visiting physicians.

Retention activities: Local brewery tour, Christmas dinner, send-off dinner, summer beach BBQ party.

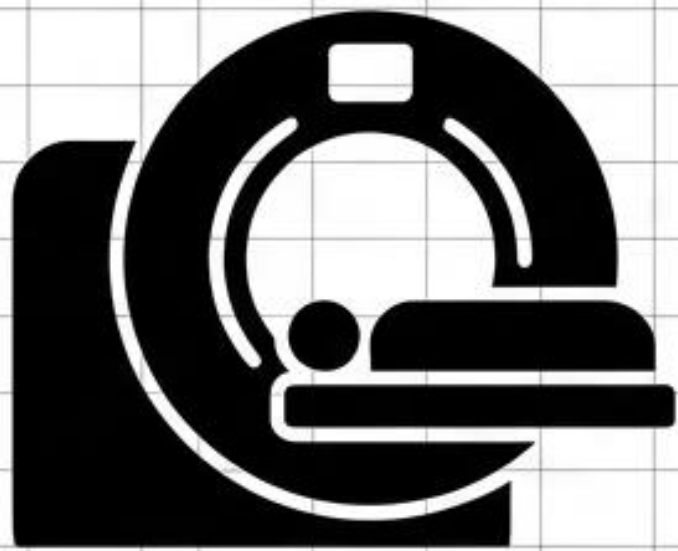
Attracting Physicians Is Only Half the Work

Retention requires appreciation, collegial relationships, and community connection.



Status Icon	Status Label	Update Text
	Signed commitment	Dr. Kaur — completing residency
	Departure	Dr. David Kuipers — relocated
	Recruitment outlook	Hopeful for two additional physicians; not confirmed

Our goal: Help physicians choose Hanover—and keep choosing Hanover.



**Care close
to home.**



Thank you, Town of Hanover, for investing in local care.

Hanover Police Service Board

Hanover Police Service

Annual Report



2025

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Message from Selwyn Hicks, Chair, Hanover Police Service Board



I am pleased to present the Board's 2025 Annual Report, submitted in accordance with the *Community Safety and Policing Act*. Over the past year, the Board advanced several key initiatives. These included the approval of the 2025–2029 Strategic Plan, progress toward the development of a new police station in downtown Hanover, and the initiation of a succession planning process to support stable and effective leadership within the Police Service over the next five years. The Board also completed a comprehensive review and update of its policies to ensure compliance with the *Community Safety and Policing Act*; these policies are now publicly available on the Board's website.

On March 3, 2025, the term of appointment for Charlie Pickard concluded. On behalf of the Board, I would like to express our sincere appreciation for his three years of dedicated service and valuable contributions.

At its meeting on October 17, 2025, the Board was pleased to welcome Ryan Teschner, Inspector General of Policing with the Inspectorate of Policing (IoP), Ministry of the Solicitor General. The IoP plays an important role in strengthening accountability and performance across the policing sector by ensuring compliance with legislative and regulatory requirements. Its mandate includes conducting inspections of police services and police service boards, as well as addressing complaints related to boards, board members, and police services. The Board was encouraged by Mr. Teschner's leadership, as well as by the Inspectorate's clear vision and commitment to continuous improvement.

It has been my privilege to serve seven years as a Board member, including the past three years as Chair. I am grateful for the strong leadership of Chief Chris Knoll and the ongoing dedication of all members of the Hanover Police Service in keeping our community safe. In April, Chief Knoll was recognized by Premier Doug Ford with the King Charles III Coronation Medal, in acknowledgement of his exceptional contributions and 35 years of distinguished service in policing. The Board joins in celebrating this well-deserved honour and takes great pride in the leadership he provides.

I would also like to acknowledge the contributions of my fellow Board members in 2025: Her Worship Mayor Sue Paterson, Vice-Chair Peter McEwen, and Councillor David Hocking. I especially wish to recognize Vice-Chair McEwen for his willingness to step up and take on special projects. The Board is further supported by the excellent work of Board Administrator Catherine McKay, who keeps us organized and on track.

I trust that this report will offer readers a meaningful overview of the Board's work and a deeper appreciation for the vital role policing plays in our community.

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.

Selwyn J. Hicks
Chair, Hanover Police Service Board

Message from Chris Knoll, Chief of Police



It is a privilege for me to present my tenth Annual Report as the Chief of the Hanover Police Service in accordance with the *Community Safety and Policing Act*.

For the first time since 2020, we have had fewer calls for service than in the previous year. In 2024, we responded to 5,666 incidents, compared to 4,860 in 2025, a 14% decrease. In reviewing our work, I am heartened to see a decrease in assaults, and intimate partner violence, although we did see a notable increase in mental health incidents and a slight increase in fraud complaints. The factors leading people to commit crimes are often complex social issues that require a multifaceted approach which we manage through enforcement, education, and collaboration with key community partners and stakeholders.

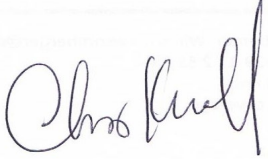
We faced many significant cases in 2025, including a fatal fail to remain collision, an attempted kidnapping involving firearms, an indecent act case involving young women, multijurisdictional and organized theft rings targeting pharmacies, sexual assault and other crimes against people, drug investigations and ongoing cases including court preparation for a homicide that occurred in mid-December 2024. Details of some of these cases can be found in the *Policing Highlights* section of this report. These complex cases continue well beyond the initial response, as officers complete the investigations, prepare the crown briefs for trial readiness and participate in court proceedings.

The backlog of criminal cases continued in 2025, with cases still before the Walkerton Criminal Courts dating back several years. This backlog continues to consume valuable police resources as officers attend court for trials only to find that the cases are often rescheduled. Most of these trial postponements are related to the over-scheduling of cases that simply can't be tried before a presiding Judge on their court date. Unfortunately, this strategy of multiple trials on each court date hasn't yielded the anticipated results of reducing the backlog that will continue into 2026 and beyond. Our Service and other impacted policing partners within the Walkerton Court jurisdiction often meet with the local Crown Attorney for updates on the backlog and to provide feedback in an effort to reduce the number of officer hours spent in court. Out of transparency, I believe it's important to address this backlog of criminal cases in this year's Annual Report, knowing that it impacts overtime budgets, our policing operations and the public's confidence in our justice system.

Several projects were initiated in 2025, including Project Noisemaker, a response to community concerns about loud vehicles, the introduction of on-line record checks, and the planning of a new police station to be opened in 2027 to replace the current station which is no longer suitable for a modern police service. I was privileged to be able to present David Margetts with a plaque for his 25 years of dedicated service as an Auxiliary Officer and Cell Monitor, and I was humbled to receive the King Charles III Coronation medal after being nominated by Premier Doug Ford.

I would like to end by thanking the Hanover Police Service Board members for their steadfast governance that demonstrates they have the best interests of our community and police service in the

forefront of their minds in every decision they make. I would like to thank our Board Administrator, Catherine McKay for her work with the Board, and the other assignments that she completes for the Service that includes the preparation of this annual report. And finally, I would like to thank our HPS members for their dedication, commitment and professionalism that is demonstrated each and every day to ensure our community is well protected, safe, and secure.

A handwritten signature in black ink, appearing to read "Chris Knoll", is centered within a light gray rectangular box.

Chris Knoll, Chief of Police

Mission Statement and Core Values

Mission Statement

To provide efficient and effective community based policing.

Core Values

Professional Excellence and Accountability

We believe we are accountable to our community, our stakeholders and each other for our professional practices demonstrated in our work by our appearance, conduct and attitude.

Strong Work Ethic

We believe in a consistent and strong effort by our members at every level within our organization. Our time will be productive and utilized to perform activities that promote safety and security in our community.

Teamwork

We work together within the Police Service and with the members of our Community to achieve goals, making use of diverse skills, abilities, roles and views.

Positive Attitude

We strive to bring positive and constructive influences to our dealings with each other and with our community.

Caring and Courteous

We believe in acting in a sensitive and compassionate way that fosters respectful relationships with each other, our stakeholders and with the people we serve.

Integrity

We are honourable, trustworthy, and inclusive, and strive to do what is right in a respectful and transparent way.

Hanover Police Service Board

Strategic Plan

The Hanover Police Service Board is responsible for providing adequate and effective police services in the Town of Hanover and is the employer of the Chief of Police and all Police Service members. Board policy and provincial legislation require the Board and the Chief to report on implementation of the Strategic Plan and the Board must report on the achievement of the performance objectives identified in the plan.

The Board approved its most recent Strategic Plan on May 20, 2025 for the years 2025 to 2029 and the Board Chair presented it to Hanover Town Council on September 15, 2025.. The Plan identifies four directions – Well-Being, Engagement, Safe Public Spaces and Partnerships – and these are listed below along with objectives designed to move us forward in these directions.

Direction: Well-Being

What We Will Do During This Strategic Plan Cycle

- ✦ Address the issue of illicit drugs in our community through continued enforcement.
- ✦ Increase education programs for community members regarding drug use prevention strategies.
- ✦ Continue the use of an in-house mental health worker to attend calls out of the Hanover station with the goal of focusing police resources where they are most effective and appropriately directing people with mental health issues.
- ✦ Promote mental and physical well-being through attendance at public events.
- ✦ Support our employees in maintaining their mental and physical health.
- ✦ Provide individual support to employees through the Employee Assistance Plan and the Peer Support Team.
- ✦ Made a presentation to students on the role of police officers, stranger danger and road safety at the Safety Village.
- ✦ Continue to evolve with best practices on employee health and wellness by consulting other police services and engaging the experts in the field.
- ✦ Review staffing levels with the goal of ensuring we have sufficient personnel to meet the needs of our community.

Achievements

- ✦ Maintained a strong clearance rate of 90% for drug offences, higher than the average of 86.8% for the previous 5 years.
- ✦ Reduced the number of actual drug offences from 29 in 2024 to 10 in 2025. For comparison purposes, drug offences had more than doubled to 29 in 2024 compared to 12 in 2023.
- ✦ Seized drugs including 20 grams of fentanyl representing about 200 individual doses and a quantify of cocaine
- ✦ Successfully applied to the Attorney General of Canada for the forfeiture of vehicles connected to the proceeds of crime related to the convictions of drug dealers, one of which resulted in \$16,000 in cash being returned to the federal government as proceeds of crime.
- ✦ Saw a reduction in the number of drug charges laid from 77 in 2024 to 35 in 2025, a more than 50% decrease.
- ✦ The Mobile Mental Health & Addictions Response Team conducted 27 assessments, resulting in 13 diversions from hospital and 7 hospital admissions avoided, and conducted 77 wellness checks compared to 7 in 2024.
- ✦ Worked with policing partners on illicit drug use and participated in investigations in partnership with the O.P.P.
- ✦ Continued referrals to Supportive Outreach Services (S.O.S.) to provide person-centred mobile response to improve health outcomes and health equity of individuals who experience barriers in access to health and social services in Grey County. Team members include addiction medicine practitioners, a harm reduction counsellor, community paramedics and a social navigator who provide mobile response for medical care, addictions care, crisis management, comprehensive mental health care, and wrap-around social care.
- ✦ During Crime Week, hosted a two days of training focused on early intervention for school-aged youth in partnership with the Center for Trauma Informed Practices.
- ✦ Continued providing access to mental health therapists through an amendment to the benefits plan to allow members to choose their own clinician, rather than having to consult with a psychotherapist retained by the Service. This amendment was made at the request of the Hanover Police Association.
- ✦ Continued the Employee Assistance Program and the Peer Support Team for our members.

Direction: Engagement

What We Will Do During This Strategic Plan Cycle

- ✦ Increase the amount of public information about crime and police activities.
- ✦ Promote *hanoverpolice.ca* as a public safety resource and a place where police reports and requests for police records can be filed online.

- ✦ Attend Hanover Town Council as required to provide an update on the level of crime and HPS activities to prevent and suppress crime, including percentage change from the previous year.
- ✦ Issue a press release to coincide with each update to Council.
- ✦ Introduce other social media platforms to educate and encourage people to report situations that might involve criminal activity.
- ✦ Link the Chief's X account (formerly Twitter) to other social media platforms so the content on both is the same.
- ✦ Introduce crime prevention programs, using various social media platforms to inform the public about measures they can take to prevent crimes against people and property.
- ✦ Include in public education programs, on X (formerly Twitter) and Facebook, steps that the public can take to prevent and minimize violent crime and property crime.
- ✦ Use all available opportunities to inform the public about crime prevention efforts to improve the level of understanding of police work in this area.
- ✦ Continue participation by the Chief, Deputy Chief and members of the Service at community events.
- ✦ Clearly explain to those who contact HPS whether they should expect follow-up. In some cases, follow-up may not be necessary, but the member of the public may expect it, which will lead to unmet expectations and a negative opinion of HPS.
- ✦ Ensure consistent follow-up after contact with HPS, including using technologies such as email, texting and social media to ensure efficient and effective use of staff time.
- ✦ Assign civilian members to school programs and other community events.
- ✦ Dedicate resources to promoting the school liaison program.
- ✦ Communicate the survey results to Hanover's Parks, Recreation and Culture Department so they are aware of the high sense of security people have in municipal buildings and can consider possible action regarding those who feel unsafe.
- ✦ Position the Hanover Police Service as an employer of choice to attract the best possible candidates.

Achievements

- ✦ Made police record checks available on-line on *hanoverpolice.ca* for Hanover residents
- ✦ Promoted participation in *camsafe.ca* which registers cameras that can provide vital evidence in investigations.
- ✦ Started *Sign Wars* to generate interest in working at the Hanover Police Service
- ✦ Initiated a succession plan to ensure stability in the leadership of the Service
- ✦ Made presentations to seniors to increase fraud awareness.

- ✦ Attended community organizations including the Chamber of Commerce, local clubs and seniors' organizations to inform and educate the public about our work and how to avoid threats to safety and wellbeing.
- ✦ Demonstrated support for the families and our school community as they mourned the tragic loss of three young lives in a traffic accident by lowering our flag to half mast.
- ✦ Attended the Remembrance Day Service at Grace United Church where Chief Knoll was the flag bearer.
- ✦ Mayor Sue Paterson and Chief Knoll decorated Tim Horton's Smile Cookies which raised \$22,248 to support Hanover students.
- ✦ Assisted with the raising of the Pride Flag at the Civic Centre.
- ✦ Posted all press releases on *hanoverpolice.ca*.
- ✦ Made a presentation to Hanover Town Council on the 2024 Annual Report.

Direction: Safe Public Spaces

What We Will Do During This Strategic Plan Cycle

- ✦ Target reducing violent crime to the 2016 level with a clearance rate of 95%.
- ✦ Complete foot patrols downtown and on the trails to 100 per year.
- ✦ Complete foot/bike patrol of the trails May 15th to September 15th to a minimum of 15 hours per month using Special Constables, Part time Constables and Full-time Constables.
- ✦ Complete RIDE checks with a goal of 50 per year.
- ✦ Encourage members of the public to be vigilant and report incidents.
- ✦ Partner with local agencies to mount a public education program about how to secure property and the need to report suspicious persons, what a suspicious person looks like (behaviours), and how to report such incidents.
- ✦ Conduct directed patrols of identified "hot spots" for aggressive drivers for enforcement and deterrence purposes.
- ✦ Conduct school patrols before and after school for increased police visibility.
- ✦ Effectively used mobile speed monitoring signs to slow traffic.

Achievements

- ✦ Reduced the actual incidents of violent crime of from 163 in 2024 to 117 in 2025, an almost 30% decrease
- ✦ Reduced the actual incidents of property crime from 486 in 2024 to 238 in 2025, an almost 50% decrease.
- ✦ On December 6, the Service lowered its flag to half mast to remember the women who died and pledge to do our part to end violence against women.

- ✦ Laid 234 charges under the Highway Traffic Act, 21 charges under the Liquor Licence Act and 23 charges under the Compulsory Automobile Insurance Act.
- ✦ Conducted 47 R.I.D.E. checks to reduce impaired driving, an increase of 17% over 2024
- ✦ Made 468 arrest reports, held 253 people in custody, and transported 35 people in custody.
- ✦ Continued the online bicycle registry to allow people in Hanover to register their bicycles online at *hanoverpolice.ca* to increase the likelihood of it being recovered if stolen.
- ✦ Made effective use of technology through the Automatic Licence Plate Recognition (ALPR) to identify wanted persons, stolen vehicles and suspended drivers, mobile speed monitoring signs, and the Collision Reporting and Occurrence Management System (CROMS), an on-line reporting system for motor vehicle collisions.
- ✦ Assisted at the Saugeen Valley Safety Village to promote safety to children.

Direction: Partnerships

What We Will Do During This Strategic Plan Cycle

- ✦ Collaborate with police services to achieve efficiencies.
- ✦ Expand collaboration with other community services to provide more public services that are affordable on a shared basis but might not be affordable for an individual service.
- ✦ Increase communication with the public about collaborative efforts with other police services and social agencies.
- ✦ Continue to build relationships with our school communities with regular school visits to engage with staff and students.
- ✦ Embed a mental health worker at HPS to work directly with officers and attend calls for service related to mental health and addiction.
- ✦ Work with the Fire Department to receive updated water rescue training and explore other training opportunities.
- ✦ Continue to explore opportunities with Owen Sound Police Service to enhance communications through best practices and infrastructure enhancements.
- ✦ Partner with the Saugeen Valley Children's Safety Village to deliver programming.
- ✦ Engage with the local retailers and merchants to educate them on crime prevention strategies.
- ✦ Join with the Town of Hanover to lease vehicles, rather than purchase them thus creating cost savings through bulk leasing.
- ✦ Explore all possible grant opportunities.
- ✦ Work with the Town on the construction of a new police station.

Achievements

- ✦ Hanover Town Council approved +VG as the architectural firm to complete the design of the new police station and the Chief and staff members met bi-weekly as part of the Police Station Project Team which progressed to considering the design of the station
- ✦ On September 8, Chief Knoll welcomed the Solicitor General, the Honourable Michael Kerzner, to the Hanover Police Station for a tour. They proceeded to the Hanover Fire Department, and along with other local officials, toured the Walkerton Jail which is under consideration for reopening to alleviate overcrowding within the provincial corrections system.
- ✦ The Service entered into a new five year dispatching agreement with the Owen Sound Police Service which has provided dispatching services for a number of years. The agreement provides for an option to extend it by mutual agreement
- ✦ Worked with Triton Canada to introduce on-line access for Hanover residents to police record checks by using their cellphones, tablets or computers 24 hours per day, 7 days per week without having to go to the police station.
- ✦ To ensure our procedures reflect the new Community Safety and Policing Act, continued the review of our Chief Procedures with the assistance of an outside consultant with particular expertise in police policies and procedures.
- ✦ Chief Knoll made a presentation to the Hanover Fire Department on emergency response and legal responsibilities when driving.
- ✦ Chief Knoll and Deputy Hebblethwaite attended Georgian College in Owen Sound to do mock interviews with second year Police Foundations students.
- ✦ Together with the Salvation Army and Foodland, we stuffed a police cruiser with 1,560 pounds of food at our [#CramACruiser](#) event with the food being donated to people who can use extra support.
- ✦ Continued with our Mental Health Urgent Response Team which embeds Canadian Mental Health Association staff into the Service to assist in responding to ever increasing mental health calls.
- ✦ Continued to look for efficiencies within area police services including Owen Sound, West Grey, Saugeen Shores and the O.P.P.

Community Safety and Well-Being Plan

Under the Community Safety and Policing Act, every municipality must prepare and adopt a community safety and well-being plan. In its Annual Report, the Police Service Board must also report on the provision of policing as it relates to any community safety and well-being plan adopted by the municipalities in the Board's area of policing responsibility.

The Town of Hanover joined with the Counties of Bruce and Grey and their 15 lower-tier Municipalities to create one shared regional plan known as the *Municipalities of Bruce and Grey Community Safety and Well-Being Plan (CSWBP)*. The Plan was developed through collaboration with many partners including senior officers of the police services in Grey and Bruce, and representatives of local and county governments, community and social service organizations, health/mental health agencies, First Nations, and educational institutions. The plan focuses on four areas:

Social Development - Promoting and maintaining community safety and well-being, where a wide range of sectors, agencies and organizations bring different perspectives and expertise to the table to address complex social issues from every angle, ensuring all community members are aware of services available to them and can easily access those resources.

Prevention - Proactively reducing identified risks and implementing evidence based situational measures, policies or programs to reduce locally identified priority risks to community safety and well-being before they result in crime, victimization and/or harm, where people participate more in risk-based programs, feel safe and less fearful, and are more confident in their own abilities to prevent harm.

Risk Intervention - Mitigating situations of elevated risk, where multiple sectors work together to prevent an incident, whether it is a crime, victimization or harm, from occurring, while reducing the need for, and systemic reliance on, incident response in order to increase access to and confidence in social supports, and decrease victimization rates and the number of emergency room visits.

Critical and Non-Critical Incident Response - What is traditionally thought of when referring to crime and safety, including service responses such as police, fire, emergency medical services, child welfare organizations removing a child from their home, a person being apprehended under the Mental Health Act, or a school principal expelling a student.

The plan notes that greater investments need to be made in the areas of social development, prevention and risk intervention so that there will be fewer crisis incidents requiring response from organizations such as police services.

The Hanover Police Service Board is responsible for civilian oversight of the Hanover Police Service, which due to the nature of its work, focuses primarily on incident response. Both the Board and the Service are keenly aware of the issues that contribute to crime in our community. They work hard to combat crime by keeping guns and drugs off our streets by arresting and charging those who bring them into our community. R.I.D.E. programs increase road safety by taking impaired drivers off the roads. Our Mobile Mental Health & Addiction Response Team responds to people experiencing mental health episodes so that they can receive counselling and treatment in the community, rather than being apprehended and taken to the hospital. Police officials regularly attend and organize public education events to educate residents about how to keep themselves and their families safe and avoid becoming victims of crime. Work with other local organizations such as the Hanover and District Hospital ensures that if an intervention is required, it is carried out as efficiently and as effectively as possible. Our role is to help those we encounter by providing them with referral information.

The Board and the Service are acutely aware that, as noted in the report, “the prevention of crime and the enhancement of safety and well-being must begin much further upstream, before issues arise or incidents occur, in order for there to be lasting impacts for the residents living in our communities”. Details about our contributions to the Town of Hanover’s community well-being, particularly in the areas of incident response, risk intervention and prevention are included in this report, and we are committed to continuing to work towards improving our community’s well-being.



Board Highlights

The Hanover Police Service Board is constituted under the Community Safety and Policing Act to provide civilian oversight of policing in the Town of Hanover. According to the Act, the Board is composed of the following five members:

- ✦ the head of the municipal council or, if the head chooses not to be or is ineligible to be a member of the board, another member of the municipal council appointed by resolution of the municipality;
- ✦ one member of the municipal council appointed by resolution of the municipality;
- ✦ one person appointed by resolution of the municipality, who is neither a member of the municipal council nor an employee of the municipality; and
- ✦ two persons appointed by the Lieutenant Governor in Council.

The members of the Board in 2025 were:

- ✦ Sue Paterson, Mayor of Hanover
- ✦ David Hocking, Member of Hanover Council
- ✦ Selwyn Hicks, appointed by resolution of the municipality
- ✦ Peter McEwen, appointed by the Lieutenant Governor in Council
- ✦ Charlie Pickard, appointed by the Lieutenant Governor in Council.

At its first meeting each year, the Board elects a Chair and Vice-Chair and for 2025, Selwyn Hicks was elected Chair, Peter McEwen was elected as Vice-Chair and Catherine McKay was appointed Board Administrator.

Under the Act, the Board is the employer of the Chief, the Deputy Chief and all staff of the Hanover Police Service. It is responsible for ensuring the provision of adequate and effective policing in the Town of Hanover in accordance with the needs of the population in the area and having regard for the diversity of the population in the area. Adequate and effective policing means providing the following functions:

- ✦ Crime prevention
- ✦ Law enforcement
- ✦ Maintaining the public peace
- ✦ Emergency response
- ✦ Assistance to victims of crime
- ✦ Any other prescribed policing functions.

These functions are to be provided according to standards set out in regulations made under the Act, including standards with respect to conflicts of interest, the Canadian Charter of Rights and Freedoms, and the Human Rights Code.

A number of key initiatives were undertaken in 2025, including the approval of a new strategic plan for 2025-2029, planning for a new police station in downtown Hanover, initiating a succession plan to ensure stability in the leadership of the Service, and continuing to adapt to the requirements of the Community Safety and Policing Act. The Board approved a new set of policies which were updated to comply with the Act with the assistance of a consultant specializing in policing,

The 2025-2029 Strategic Plan, which is available on hanoverpolice.ca, was based on consultations with the general public, local schools and community and business stakeholders which were conducted through surveys available on-line and in paper form. The surveys were widely advertised to promote participation and specific community groups were contacted as part of promoting the survey. The results of the consultations enabled the Board to identify future directions to ensure adequate and effective policing dedicated to serving all members of the community. These directions are referenced in the Policing Highlights section of this report, along with specific actions taken to achieve them. The results of the consultations show that our Service enjoys a high level of confidence and is well regarded by the people of Hanover and those who visit Hanover regularly to work, shop or do business. The consultations did, however, make it clear that there continue to be pressing issues facing the community, including drugs, mental health and property crime.

Construction of the new police station in downtown Hanover is expected to be completed in 2027, after considerable work was done in 2025 to choose +VG as the architect, and establish a project team which meets every two weeks to oversee the process. The current station is outdated and inadequate, and the new facility will include designated rooms for victim services and the mental health team, as well as appropriate spaces to meet the needs of a modern police service.

Ryan Teschner, Inspector General of Policing in the Ministry of the Solicitor General, attended the Board's meeting on October 17, 2025. His presentation covered the vision and mission of the Inspectorate of Policing (IoP), which strives to improve police sector performance and accountability by ensuring compliance with Ontario's policing legislation and regulations. He highlighted some of the Inspectorate's documents including Advisory Bulletins, the Strategic Plan and Annual Report. The Board was pleased that Mr. Teschner took the time to come to Hanover and speak about his work.

In 2025, the Inspectorate of Policing introduced the second data collection initiative for municipal police service boards which identifies key initiatives, trends, issues and challenges of

municipal police service boards. The Hanover Board Administrator completed and submitted the required information which will be used to set benchmarks for Board activities and performance, and enable Boards to identify areas where they do well and where there might be room for improvement. The Hanover Board consults regularly with its Police Services Advisor within the IoP to ensure that it is compliant with the legislation and to keep abreast of new developments.

The Board approved a new Dispatch Agreement with Owen Sound Police Service covering a five year period, with an option to extend it by mutual agreement. This is the most efficient way to provide dispatch services, since if the Service was to have its own dispatch service, as it did until 2013, it would cost considerably more than the agreement with the Owen Sound Police Service.

Policing Highlights

Every year, Statistics Canada releases annual crime rates measured using the Crime Severity Index based on police reported crime. The index measures changes in the level of severity of crime from year to year. The most recent data is from 2024 and shows that Canada's national Crime Severity Index decreased by 4.1% to 77.9, marking the first decline after three consecutive years of increases.

Hanover's overall Crime Severity Index increased over the previous year by 13.34% after three years of decreases. Although the violent crime index went down by 3.4%, non-violent crime increased by 24%. These figures are shown in the following table.

	2021	2022	2023	2024*	% Change
Crime Severity Index - Overall	102.91	100.90	97.74	110.78	13.34
Crime Severity Index – Violent	84.29	99.25	134.02	129.46	-3.40
Crime Severity Index – Non-Violent	111.22	102.26	84.07	104.25	24.00

*2024 is the most recently available data.

The weighted clearance rate calculated by Statistics Canada assigns a weight to each offence derived from average sentences handed down by criminal courts. The more serious the average sentence, the higher the weight for that offence. As a result, more serious offences have a greater impact. The table below shows weighted clearance rates for Hanover.

	2021	2022	2023	2024	% Change
Weighted Clearance Rate	54.23	55.04	70.46	71.63	1.66
Weighted Clearance Rate – Violent	74.88	74.35	94.60	95.43	0.88
Weighted Clearance Rate – Non-Violent	47.98	47.54	55.07	59.82	8.63

For comparison purposes, the 2024 crime severity indexes for other communities are shown in the following table.

Municipality	Overall	Violent	Non-Violent
Peel	56.36	80.17	47.32
York	53.91	70.85	47.59
Ottawa	55.75	67.44	51.55
Toronto	68.65	99.82	56.77
Montreal	61.67	91.48	50.27
Calgary	62.32	76.52	57.17
Edmonton	101.12	107.51	99.42
CANADA	77.89	99.87	69.76

As can be seen from the above statistics, Hanover has a higher overall crime severity rate than Toronto, Montreal and Calgary but lower than Edmonton. We continue to see an

increase in the weighted clearance rate, particularly for non-violent crime, which is much more prevalent than violent crime. In past years, we have seen an increase from year to year in violent crime, so it is positive to see something of a decrease from 2023. Our skilled and dedicated investigators, with assistance from a community that cooperates and works with us, will ensure that we continue to solve the crimes committed in our Town.

In 2025, Hanover Police processed 1,171 charges compared to 1,400 in 2024. These included 829 criminal offences and 35 drug charges.

The backlog in the Walkerton Court has multiple repercussions for our Service. In an effort to manage the large volume of cases, the court schedules four criminal trials a day, anticipating that some will resolve on the trial date. Unfortunately, this results in cases being rescheduled because they could not be heard on the scheduled date. Police officers have to be present in court for the first scheduled date, and if they are not able to give their evidence, they have to attend again. This is the case as well for victims and other witnesses. The Hanover Police had almost 70 dates in 2025 where officers were required to attend court. This creates a significant cost to the Service since officers are scheduled to attend court on their days off to avoid taking resources away from day shifts where the volume of work is much greater than at night. In addition, an officer assigned to the night shift after court date is entitled to eight hours off between the time they finish court and when they are required to report for their shift. This is important because it gives officers time to rest, but can result in dayshift officers being held over past the normal end of their shift, or other officers being brought in to cover that part of the shift where the other officer is on a rest period. The local Crown Attorney has been made aware of these concerns, but no solutions have been determined as of yet and it appears that the situation will not change for 2026.

Another issue affecting workload and resources is the amount of overtime hours committed to significant cases including a kidnapping, an indecent act case involving young women, and a multijurisdictional theft ring that targeting drug stores in southwestern Ontario.

The incidents outlined below provide details of a few of the most significant cases from 2025. Those bulleted with ✦ are cases where a report on use of force was required to be filed with the Ministry of the Solicitor General. Further information about these and many other cases can be found in the press releases available at <https://hanoverpolice.ca/news-media/>

Community Co-operation

As the cases below demonstrate, co-operation from members of the community and other police services is key to quickly solving many cases. Anyone who sees something that they think is suspicious should not hesitate to contact the Hanover Police Service.

- On October 2, HPS received two separate reports of a man watching girls near a gymnastics facility and a public school, driving erratically and committing an indecent act. He was arrested without incident the next day following a traffic stop and was charged with committing an indecent act, criminal harassment, dangerous operation of a vehicle, and

stunt driving. His vehicle was seized under the Highway Traffic Act and towed to a secure compound where it was to remain at his expense until the conclusion of the court proceeding or as otherwise directed by the courts. Police believed there may have been related incidents in Hanover and other jurisdictions and urged parents to speak with their children about safety and report any suspicious activity.

- Officers on patrol located a wanted suspect in a residential neighbourhood on October 24 after reports that he was acting suspiciously. The suspect fled on foot through a field into the Municipality of Brockton which is policed by the Ontario Provincial Police. Knowing that the local O.P.P. canine officer and their dog was in the area, it was decided that a canine track was appropriate. Hanover officers set up containment in the area while the O.P.P. dog searched for the suspect but he was not found.
- A home owner reported that when they checked their video surveillance footage from the night before, they saw a suspicious person milling around on their front porch at 2:00 a.m.. When officers looked into the matter, it turned out that a neighbour had been unable to sleep, and decided to shovel snow off the home owner's front porch as a good deed. This activity was of course was caught on the home owner's camera. While this case shows no evidence of a crime, it is another great example of neighbours helping neighbours in our community and a caring community is a safer community.

Violent Assault

The Overall Crime Severity Index noted earlier in this section shows a significant increase in violent crimes, some of which are summarized below.

- ★ On January 4, shortly after 1:00 p.m. officers responded to a request from the West Grey Police Service to search for a suspect involved in a stabbing in Durham that resulted in the death of a West Grey man. Shortly afterwards, Hanover officers located the suspect vehicle with the suspect in the driver's seat. They conducted a high risk take down of the suspect at gunpoint using patrol rifles and took him into custody without incident.
- During the evening of February 25, a serious assault involving a stabbing took place on 10th Avenue at 12th Street. Officers received limited cooperation from the victims; however the investigation identified the suspect who was arrested. This investigation included the execution of search warrants, scene examinations, and the tracking down of witnesses and a second victim, all of which required several officers working long hours to bring the case to a successful conclusion.
- ★ On May 5, shortly after 7:00 p.m., officers responded to a disturbance at the Hanover and District Hospital involving a man fighting with nursing staff. When officers attempted to control him, he punched one of the officers. Both officers discharged their conducted energy weapons which was effective in controlling the suspect who was secured onto a bed and held for a psychiatric assessment. Charges were laid against the suspect for assaulting hospital staff and one of the arresting officers.

- ★ On the morning of May 6, officers responded to a call made by the building manager of an apartment building about an aggressive tenant. The tenant, who was found in the lobby area, was known to the officer as wanted in the GTA. The tenant had a Cane Corso dog with him and asked if he could put the dog in his apartment. Officers escorted the suspect and his dog to the apartment and the suspect attempted to get away by fighting and resisting. The altercation spilled into the apartment and the officers were attacked by three Cane Corso dogs which had been in the apartment resulting in one of the officers receiving serious dog bite injuries. One of the officers drew his conducted energy weapon, but did not discharge the weapon and both officers disengaged after realizing the severity of the injuries and sought immediate medical treatment. The tenant's girlfriend was arrested later in the day for being an accessory after the fact and obstructing police. Shortly after 4:00 p.m., the same day, the woman was stopped while driving a van containing the three Cane Corso dogs. One officer drew his handgun to a low ready position to ensure the safety of everyone while the woman was taken into custody. The dogs were later secured by canine control officials and the Hanover Police Service applied for an order to have them destroyed.
- ★ On May 15, at 7:15 p.m., officers apprehended a man under the Mental Health Act and took him to the Hanover and District Hospital. He was behaving in a paranoid fashion, believed he was under surveillance by "drug cops", and appeared to be under the influence of drugs. While awaiting assessment at the hospital, he became agitated, and told the officers they were going to have to fight, balled his fists and assumed a fighting position. One of the officers deployed the conducted energy weapon to assist in restraining the man who was subdued on a hospital bed. An Application for Psychiatric Assessment, known as a Form 1 under the Mental Health Act, was signed by a doctor since he had reasonable cause to believe the man had a mental disorder that may result in serious harm to himself or others.
- ★ On July 18th 2025 at 2:30 a.m. officers assisted the West Grey Police Service with a suspect who had kicked away the cruiser partition and crawled into the front seat with the escorting officer as he was transporting him to the Hanover Hospital. HPS officers were called to assist as the suspect had gotten his handcuffed hands from behind his back to the front, was assaultive, and tried to get the officer's firearm. The suspect was transported to the Hanover Hospital where he continued to be assaultive at which time an officer deployed a conducted energy weapon. The suspect was eventually restrained, although he kicked, bit and spit on officers during the incident. He was taken into custody and charged with a number of offences.
- ★ On August 18, at 2:14 p.m., officers entered the cell of a suspect in custody at the Hanover Police Station to remove an object he had concealed on his person. The suspect took a fighting position by raising his fists and blading his body towards the officers. To restrain the suspect, officers deployed a conducted energy weapon (CEW). Although the CEW did not make contact with the suspect, the discharging of the weapon caused him to comply without further issue.

- On November 17, officers responded to a violent incident at a residence on 6th Avenue and found a 21-year-old drinking with family members and friends inside the home. He was intoxicated and made repeated threats to kill those present. An argument turned physical, and he attacked a family member, stabbing a man twice before fleeing on foot. The victim was taken to hospital, treated for two stab wounds, and later released. Within a few hours, Police located the suspect walking on 7th Avenue and he was taken into custody without incident. Investigators determined that he was is on federal parole for previous crimes of violence. His federal parole was revoked and he was remanded into custody at his bail hearing on the charges of assault with a weapon, aggravated assault ,possession of a weapon for a dangerous purpose, and uttering death threats.

Drugs & Weapons

The Hanover Police Service and our policing partners are committed to making our streets safer by reducing the supply of weapons and illicit drugs and holding those involved to account. Below are the specifics of some of our cases involving drugs and weapons and our efforts to get them off our streets.

- On January 14, at 3:30 a.m., officers attempted to stop a vehicle leaving a known drug house. The driver tried to flee but abruptly stopped and officers were able to box it in near the intersection of 5th Avenue and 9th Street. The driver and his passenger were taken into custody. A search of the vehicle resulted in the seizure of 20 grams of fentanyl which represents about 200 individual doses, weapons, other drug trafficking evidence, and break and enter tools. The suspects were charged, held in custody and later remanded. The Attorney General of Canada authorized investigators to seize the vehicle and begin forfeiture proceedings as proceeds of crime. This is a lengthy process but it is a valuable tool in the fight against illicit drug use in our community.
- On April 30, Hanover Police responded to a family dispute with assistance from the West Grey Police Service. When officers arrived, they found a distraught and intoxicated man armed with an axe who had climbed a high voltage hydro tower. He was also drinking from a bottle of liquor as he climbed to about 70 feet above ground. The area was contained while Grey County Paramedics, Hanover Fire Department and Hydro One personnel staged in the area as a precaution. The Emergency Response Team and negotiators from the O.P.P. along with an Incident Commander from the O.P.P. were called to assist, although they were not needed as the matter resolved shortly after they were called. Shortly before 10:00 p.m., the man returned to the ground on his own, leaving the axe in the tower. He was taken into custody without incident and charged with weapons dangerous to public peace, mischief and breach of probation and held overnight to sober up. Officers remained at the scene until high voltage specialists from Hydro One were able to retrieve the axe. There was no disruption to hydro as a result of this incident, and the Hanover Police Service appreciated the co-operation of policing partners, other first responders and hydro officials for their assistance in safely resolving this incident.

- On September 8, at approximately 12:45 a.m. officers stopped a rental vehicle on 10th Avenue and quickly determined that the driver was not who he said he was, and in fact was impersonating someone else from the Greater Toronto Area. He was arrested and taken to the cells at the station. A search of the vehicle resulted in the seizure of cocaine and methamphetamine with a combined street value of approximately \$15,700 along with over \$11,000 in Canadian currency. He faced charges of personation, obstructing a peace officer, failure to comply with probation, and two counts of possession of a controlled substance for the purpose of trafficking, as well as charges under the Highway Traffic Act for driving under suspension and failing to give identification.
- ✦ On September 19, officers responded to a residence after receiving a report of a disturbance involving intimate partner violence. Officers were confronted by an aggressive man who obstructed their entry into the residence and became violent when told he was under arrest. Following a struggle with the suspect, officers were able to subdue him and place him in handcuffs. The suspect received minor injuries during the incident and received treatment at the Hanover & District Hospital before being placed in the cells.
- On Monday, September 22, around noon, the Hanover Police received multiple calls regarding a suspicious man seen wielding a piece of wood and running through residential yards and scaling fences. Shortly after, another call was received from John Diefenbaker Senior School reporting a disturbance on school property involving a man without shoes swinging a piece of lumber. Officers responded and found that the man had fled into a green space across from the school. They pursued the suspect on foot, took him into custody without incident and recovered the piece of lumber. The suspect had not attempted to enter the school and did not make any direct threats to anyone. For safety reasons, the school administration initiated a brief 'hold and secure' while police responded to the scene and made the arrest.
- ✦ On October 5, at 2:00 a.m. officers responded to a report of prowlers at a residence on 14th Avenue. Several men armed with weapons were in the backyard but did not gain entry to the home and fled just prior to police arriving. Shortly after the initial report, officers located the suspect vehicle and attempted to stop it. The vehicle failed to stop but officers boxed it in with cruisers and arrested the suspects at gunpoint in a high-risk take down. A search of the vehicle revealed two fully loaded sawed-off shot guns, a fully loaded full-length shotgun and an unloaded folding .22 calibre single shot pistol which was never legally sold in Canada. Officers also seized over \$5,500 of suspected fentanyl, over \$1,100 of suspected cocaine, over \$500 in cash, a prohibited knife, drug trafficking paraphernalia and stolen property linked to break and enters in Hamilton. The suspects faced charges of flight from police, possession of stolen property, possession of proceeds of crime, possession for the purposes of trafficking, unauthorized possession of firearms and weapons, careless use of firearms and trespassing by night. On October 6, a fourth man was arrested in Owen Sound by the Owen Sound Police Service without incident. Investigators determined he had fled from the vehicle just prior to the police interaction the night before. He faced 34 criminal and drug charges that include conspiracy to commit kidnapping, criminal harassment, trafficking in firearms, trafficking in a controlled

substance, unauthorized possession of firearms in a motor vehicle, possession of firearms contrary to prohibition order, possession of weapons for dangerous purpose, possession of stolen property, trespass by night and more. Investigators believed the men were at the residence searching for a former girlfriend of one of them, intending to take her from the home. Investigators later learned the women knew they were searching for her in the days leading up to the incident and was actively hiding. The vehicle used by the suspects was seized under the Highway Traffic Act and was to remain impounded at the owner's expense until the conclusion of the court proceedings or as otherwise directed by the courts.

- On the afternoon of December 23, officers stopped a motor vehicle with unauthorized licence plates in downtown Hanover. The investigation resulted in the arrest of the man driving and two women passengers found in possession of methamphetamine valued at \$1,400, fentanyl valued at \$5,000, and cocaine valued at \$23,000 along with digital scales, packaging materials, other drug paraphernalia, and property to be stolen. The suspects, from Southgate, Hanover and Brockton, were charged with possession for the purpose of trafficking in cocaine and fentanyl. and possession of methamphetamine. The driver also faced further charges under the Highway Traffic Act.

Fleeing from Police

It is becoming more common for suspects to flee when they believe police are closing in on them. Fleeing is reckless, dangerous and puts the lives of innocent people at risk. Those who engage in such behaviour can face consequences that include jail sentences, fines and further suspensions.

- ✦ On March 30, officers on general patrol of the downtown area of Hanover conducted a routine traffic stop. Prior to officers being able to confirm the identity of the driver, he attempted to leave and had to be physically prevented from doing so. A scuffle ensued during which an officer drew and pointed his CEW (Taser) but the driver continued to resist his arrest. Eventually, the driver was extracted from his motor vehicle and handcuffed. A search of the motor vehicle incident to the arrest of the driver resulted in the seizure of a substantial amount of cocaine and a homemade taser.
- ✦ On April 4, following a foot chase, officers located a suspect hiding under the deck of a residence in the 400 block of 12th Street. The suspect initially refused to comply with demands to crawl out but did when a CEW was pointed at him. However, once out from his hiding spot, he became violent with officers leading to a protracted struggle that ended when additional officers arrived to assist. The suspect was held in custody for bail on numerous criminal charges.
- On June 11 at 5:20 p.m., the Hanover Police Service, along with Grey County Paramedics and the Hanover Fire Department, responded to a collision in which a 66-year-old woman was struck by a northbound vehicle on 7th Avenue as she crossed the street at the entrance to the Hanover Park. She was taken to the Hanover and District Hospital but succumbed to her injuries and died. The vehicle was determined to be a red convertible with Ontario licence plates and damage to the front end and the windshield. The

investigation found that shortly before the collision, the vehicle had travelled along Concession 2 SDR and went northbound past the Hanover and District Hospital onto 7th Avenue driving in an erratic manner before striking the pedestrian. After the collision, the vehicle continued northbound on Bruce County Road 10, turning westbound on Concession 4 and was found destroyed by fire in the Municipality of Brockton. With assistance from O.P.P. traffic collision specialists and the O.P.P. Forensic Identification Services Unit, Hanover Police arrested a 33-year-old of no fixed address without incident after members of the South Bruce Detachment of the Ontario Provincial Police found him walking on McNab Street in Walkerton. He was charged with dangerous driving causing death, fail to remain at a collision resulting in death, and arson. The Hanover Police thanked their media partners for reporting of key information to the public, the Ontario Provincial Police for their investigative assistance, our other policing partners and members of the public who came forward with information that assisted investigators in establishing the timelines and the sequence of events in this case.

- On April 25, shortly after 4:00 p.m., officers spotted a wanted man west of the P&H Centre. He fled on foot through backyards and was pursued by the officers. To escape and avoid arrest, he stole a bicycle from a home on 7th Avenue and fled the area on the bike. The next day, shortly before 3:00 a.m., officers on patrol again spotted him on 8th Street and following a foot chase through backyards, he was arrested within minutes. The officers seized tools from the suspect that included a grinder, flashlights, knives and pliers. As a result of the investigation, the 35-year-old Hanover man of no fixed address was charged with theft, possession of stolen property under \$5,000, possession of break-in instruments, trespass by night and breach of probation. The arrest of this person is a great example of engaged and focused patrol by officers who are committed to ensuring the safety of our community at all hours of the day and night. The Service also used this case as an opportunity to remind people to secure their valuables, consider registering their surveillance cameras on the Camsafe.ca website and report anyone that is acting suspiciously in their neighbourhood.
- In the evening of Saturday, May 24, officers attempted to stop a motorcycle at the north end of 12th Avenue. The driver failed to stop and fled at a high rate of speed, turning onto the community trail at 14th Street where he lost control of the motorcycle and crashed. He continued to flee on foot from before being arrested by the pursuing officers a short distance away. His vehicle was impounded and he was charged with multiple criminal offences that included flight from police, dangerous operation of a vehicle, resisting arrest, wearing a disguise, breach of probation, breach of undertaking, driving while prohibited, as well as seven additional traffic, insurance and cannabis related charges.

Theft & Fraud

Theft and fraud continue to be cause for concern, with criminals using technology, as well as other means such as creating emotional attachments, to steal money from unsuspecting people.

Romance scams are becoming more frequent with total losses in the hundreds of thousands of dollars every year. A romance scam typically involves someone posing as a romantic interest online, often through social media or dating platforms. Over time, they build emotional connections with victims before requesting money under false pretenses, such as medical emergencies, travel expenses, or business investments. These scams are deeply manipulative and emotionally damaging, and the Hanover Police would like to remind the public that no legitimate relationship should require secrecy or repeated financial support. Hanover Police urge residents to remain vigilant and report any suspicious online interactions. Investigators work diligently to identify those responsible and prevent further victimization. However, investigating these crimes presents several challenges since many of those responsible for these frauds live offshore and not in Canada.

To learn more about frauds and increase your awareness please visit www.antifraudcentre-centreantifraude.ca.

- Early in 2025, a Hanover couple reported being defrauded of more than \$50,000 in a crypto currency scam. They had invested the money through an online company but before long saw that their account showed a zero balance and further checking revealed that the website and their accounts no longer existed.
- A romance scam defrauded a Hanover resident of approximately \$117,000 over the course of several years beginning in 2021.

Thefts are becoming more common, particularly from large retail stores, with the thieves being more brazen in their actions and simply walking out with considerable amounts of unpaid merchandise. These types of thefts are often carefully planned in advance with the perpetrators creating clothing specially designed to conceal stolen items.

- On September 23, shortly before 7:00 p.m., a man stole several items from a Hanover pharmacy and fled from the store. He ran into a nearby bush lot before being picked up by an accomplice in an awaiting vehicle. Officers with the West Grey Police Service located the vehicle near Durham and arrested the suspects who were taken to the Hanover station. A search of the vehicle uncovered nearly \$5,000 worth of stolen merchandise, including baby formula, headphones, perfumes, tools, and a chainsaw that were taken from stores in Perth, Huron and Grey counties earlier in the day. A 27-year-old man, and a 31-year-old woman, both Hungarian nationals living in Toronto, were charged and later released from custody after being scheduled to appear in court. They faced multiple charges of theft possession of stolen property, and accessory after the fact to theft. Their motor vehicle was seized and towed to a secure compound where it was to remain at their expense until the conclusion of the court proceedings or as otherwise directed. These two suspects were been connected to a series of thefts spanning multiple jurisdictions across southern Ontario.
- On April 10, Hanover Police learned of a possible identity theft and fraud involving the purchase of a \$140,000 high-end SUV from a local car dealership. The next day, plain clothes and uniform officers arrested a man as he completed the transaction to purchase

the vehicle with someone else's Ontario driver's licence. Shortly thereafter, two accomplices driving a black Mercedes 4-door sedan involved were identified and arrested a few blocks away. A search of their vehicle resulted in the recovery of stolen licence plates from the Greater Toronto Area, and other documents linked to stolen high-end vehicles. Three men from Timmins, Hamilton and Oakville were charged with unauthorized possession of a credit card, fraud, attempt to use a forged document, possession of an identity document, identity theft, personation with intent to obtain property and conspiracy to commit an indictable offence. Hanover investigators continued to follow leads to identify two other men involved in this crime who were driving a black vehicle with dark windows. These two men were conducting counter surveillance while working in partnership with the identified suspects. This case demonstrates that organized crime will travel far and wide to profit from illegal activities and small towns are not beyond their reach.

- Early in the morning on Monday, April 28, officers responded to a residential break and enter on 5th Avenue after learning that a man had attempted to crawl through the bedroom window of a teenaged girl, as she slept in the family home. The man was scared away by a family member and fled on foot prior to police arriving. The teenager was not touched or physically injured during the incident. The investigation revealed that the suspect was a 29-year-old man of no fixed address who was spotted by officers as he walked in a residential neighbourhood. He was taken into custody without incident and found in possession of items that were stolen from another overnight break-in at a commercial property. That second break-in was reported to police after the suspect's arrest. The suspect was charged with two counts of break and enter, possession of stolen property, trespass by night, and four counts of breach of probation.

Well Being

Policing is often about ensuring the well being of the people of our town and those who come to visit, do business or shop. We do well being checks, and are regularly called upon to help those who find themselves in difficult or dangerous situations.

- ★ On July 27, officers responded to a break-in alarm at a downtown business. The front door was found to be insecure and there were sounds of someone in the basement. The responding officer conducted a tactical search of the area with a drawn firearm and eventually located a person who turned out to be an employee of the business. Another person had set the alarm when they left without realizing another employee was still inside.
- ★ On December 4, in the early evening, officers responded to a report of a family dispute involving a man suffering from a mental health crisis who had crawled into an attic and was hiding in the insulation. He was paranoid, delusional and hearing voices and throwing clay bricks from a decommissioned chimney at the officers. Officers contacted the Hanover Fire Department who attended and used a chainsaw to enlarge an opening leading from one attic area to the space where the suspect was hiding. Using a leaf blower, officers moved

the loose insulation to neutralize the suspect. One officer drew a conducted energy weapon for safety reasons and other officers were able to secure the man using handcuffs and shackles. After about four hours, the man was removed from the attic and taken to hospital where he was admitted under the Mental Health Act. No injuries were sustained during the incident by anyone involved.

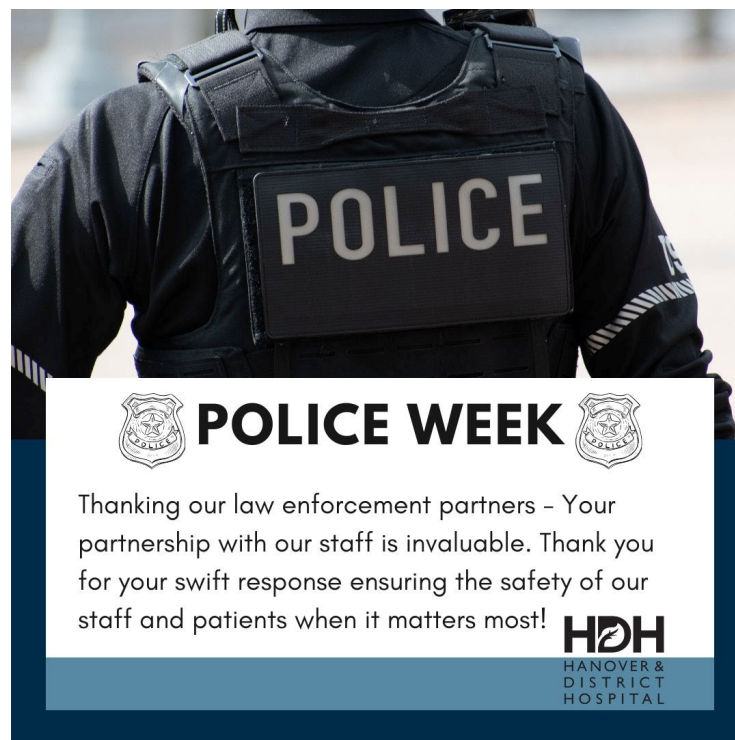
Expressions of Thanks

It is not unusual to receive expressions of thanks or acknowledgements of our work from Hanover residents when we attend a call or help them in some way.

- At Christmas 2025, Chief Knoll received this message in his X Account:

Morning Chief, I just wanted to drop you a quick note, to pass on to your troops. last week I had another great experience with HPS, the quick response to the follow ups, everything was above and beyond. we're very fortunate to have the men and women in blue in this town. Thanks for everything. Merry Christmas!

- The Hanover Police work closely with the Hanover and District Hospital which posted this message:



Hanover: Our Community

Hanover is a progressive community where people of all ages can enjoy a safe, healthy lifestyle, meaningful employment, excellent services and personal fulfillment. Hanover has a thriving downtown, high quality health care services, award winning cultural events, easy access to beautiful nature and tourism areas, excellent recreational facilities, a wide variety of housing options, and multiple school choices.

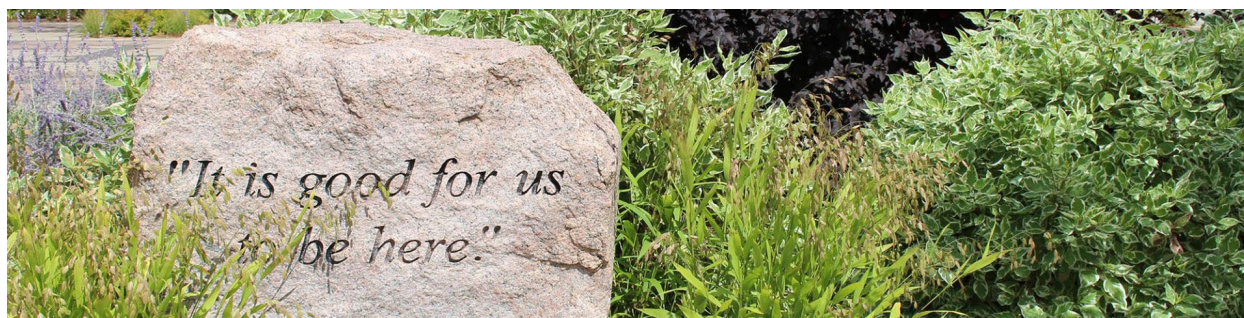
The community is committed to good government, effective and efficient management and maintenance of municipal services, productive partnerships and collaboration with local businesses and municipal neighbours to build local economies and community services for mutual benefit.

Hanover continues to grow with its 2024 population at 8,473, a 3.6% increase over the 2021 population of 7,967, and estimates from Statistics Canada put the current population at 8,503. There are 3,680 households, a land area of 9.78 square kilometres and a population density of 814.6 people per square kilometre.

In late 2025, Hanover and the Municipality of West Grey began discussions to expand the Hanover boundary into West Grey to support the region's need to responsibly plan for growth. The proposed expansion would result in approximately 1,600 acres of land in West Grey, adjacent to Hanover, transferred to the Town. In May of 2026, shortly before publication of this report, the provincial ministerial order was issued to allow the transfer of the land, so Hanover is well positioned for future commercial, industrial and residential growth which will eventually result in an increased demand for police resources.

As a regional hub, Hanover attracts people who come to shop, do business, and take advantage of our health care, social services, recreational, entertainment and cultural attractions. This influx of people and traffic increases the day time population to about 10,000 which creates a demand for policing resources not experienced by neighbouring communities.

Source: Town of Hanover Community Profile [Hanover.ca/communityprofile](https://hanover.ca/communityprofile); Statistics Canada



Our Service

The Hanover Police Service consists of 16 uniformed officers including the Chief, the Deputy Chief, a Sergeant, thirteen full-time uniformed Constables, and four part-time Constables who work when officers are unavailable. The civilian staff is comprised of two full-time Special Constables, two part-time Special Constables, seven on-call casual part-time Cell Monitors who are called in to work when there are people in custody, and two Auxiliary Constables.

Constables are assigned to one of four platoons responsible for general patrol duties including a full range of criminal investigations, drug investigations, enforcement of provincial statutes and municipal by-laws, general deterrence of criminal activity, providing assistance to victims of crime, community presentations and educational lectures in schools. Officers work in shifts to provide policing on a 24/7 basis, 365 days per year. Technology enables them to do many aspects of their jobs, including some report writing, from their cruisers using mobile data terminals. This means they are present in the community and available to police the streets of Hanover to enhance visibility, deter crime, and provide traffic management and enforcement while responding in a timely way to calls for assistance from the public.

Special Constables provide administrative and operational support by processing provincial offence notices and motor vehicle collision reports, preparing material for court cases, responding to requests for criminal records checks, managing the Service's records, handling Freedom of Information requests and responding to in-person inquiries at the front desk. They also do some policing work that civilians cannot do such as arresting suspects on warrants, care and control of detained persons, reporting for minor calls for service at the station, property management, fingerprinting of suspects and civilians, and swearing of court documents before a Justice of the Peace. The work done by Special Constables ensures that frontline uniformed members are available to focus on priority policing.

The Hanover Police Service is proud to work with other police services to ensure efficient and effective policing. The Owen Sound Police Service provides dispatch services and handles Freedom of Information requests. Our Court Case Management in Walkerton is contracted out to the West Grey Police Service and their Case Manager looks after our court files.

Staff Members

The following members were with our Service in 2025.

Uniformed Members

Christopher Knoll, Chief of Police
 George Hebblethwaite, Deputy Chief
 Robert DeGroot, Sergeant
 Shawn Brown, Constable (Part-time)

Kim Hertzberger, Constable
 Crystal Lavigne, Constable
 Erik Lusink, Constable
 Gordon Martin, Constable

Thomas Brown, Constable
 Ryan Cabral, Constable
 Vicky Deetman, Constable (Part-time)
 Shawn Galbraith, Constable
 Kevin Gowan, Constable
 Nathan Grotenhuis, Constable

Greg Noren, Constable
 Larry O'Connell, Constable (Part-time)
 Devin Perdue, Constable
 Garrett Potter, Constable
 Keith Robb, Constable (Part-time)
 Trevor Rogers, Constable

Civilian Members

Jaime Ashton, Special Constable
 Sherri Hagan, Special Constable
 Jason Rahn, Special Constable (Part-time)
 Mark Liddle, Special Constable (Part-time)
 Ryan Caughy, Cell Monitor (Part-time)
 Susan Beales, Cell Monitor (Part-time)
 Charlie Beirnes, Cell Monitor (Part-time)

Teresa Junker*, Cell Monitor (Part-time)
 Matthew Koehl, Cell Monitor (Part-time)
 David Margetts*, Cell Monitor (Part-time)
 Ted Miller, Cell Monitor (Part-time)
 Lisa Rumble, Cell Monitor (Part-time)
 Greg Schmidt, Cell Monitor (Part-time)

Auxiliary Members

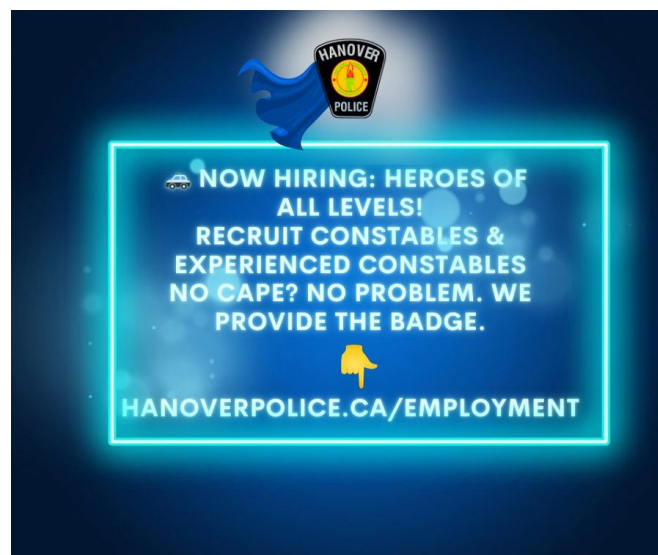
Patrick Brown*, Auxiliary Constable
 Brendan Clayton, Auxiliary Constable

Brandon Manes*, Auxiliary Constable
 Tiffany Tersteege, Auxiliary Constable

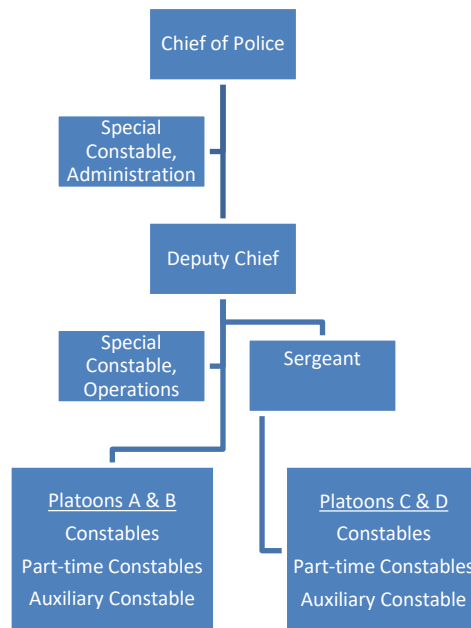
*Resigned or retired in 2025

The Service is well-positioned to keep Hanover safe and secure given the Town's growth. Work-load and population increases within our community and neighbouring areas require us to constantly evaluate our resource level to ensure we can maintain the service expected by our community.

The Service continues to support the health and well-being of our members, particularly through the one-on-one counselling which they have found to be very helpful with a variety of issues including the effects of the traumatic events that police officers often experience.



Organizational Structure



Officer Qualifications

Police officers regularly attend training and educational courses to keep their specialized skills up-to-date and in compliance with legislation, as well as to stay current with new developments in policing. Much of the training is delivered through co-operative arrangements with other police services and we always make sure to access grants so that training and education is done effectively and efficiently.

In 2025, HPS members participated in the following training and educational programs:

- Use of Force training delivered jointly with West Grey and Saugeen Shores Police Services
- Training on the Intoxilyzer 9000C, the new breathalyzer machine
- Intimate Partner Violence Course hosted by the London Police Service
- Major Case Management Training with the Waterloo Regional Police Service
- PowerCase, software used in Ontario's Major Case Management system for complex crimes
- Legislated on-line training in human rights, systemic racism, the diverse, multiracial and multicultural character of Ontario society, and the rights and cultures of First Nation, Inuit and Métis Peoples
- Peer Support training to provide officers with skills to help colleagues with personal or work-related issues
- Applied Suicide Intervention Skills Training as part of the PEER support program
- Train-the-trainer for a new version of NICHE RMS, software used to manage police records and training for all members

Hanover Police Service**Hanover Police Service Board****2025 Annual Report**

- A homicide conference on the latest investigative techniques and strategies attended by the key investigators in the December 2024 homicide
- Incident Management System 200 which provides provincial certification under Emergency Management of Ontario
- A one-week Traffic Officer Course providing enhanced traffic enforcement knowledge
- A two-week Sexual Assault Investigators Course hosted by Waterloo Regional Police
- Violence Threat Risk Assessments to identify individuals posing a risk of violence to themselves or others
- Mental Health Crisis Response Training mandated under the Community Safety and Policing Act in partnership with Owen Sound, West Grey and Saugeen Shores.



 Join the Squad!

Recruit Constables &
Experienced Constables
Cool uniform. Cooler coworkers.
Apply today:
hanoverpolice.ca/employment

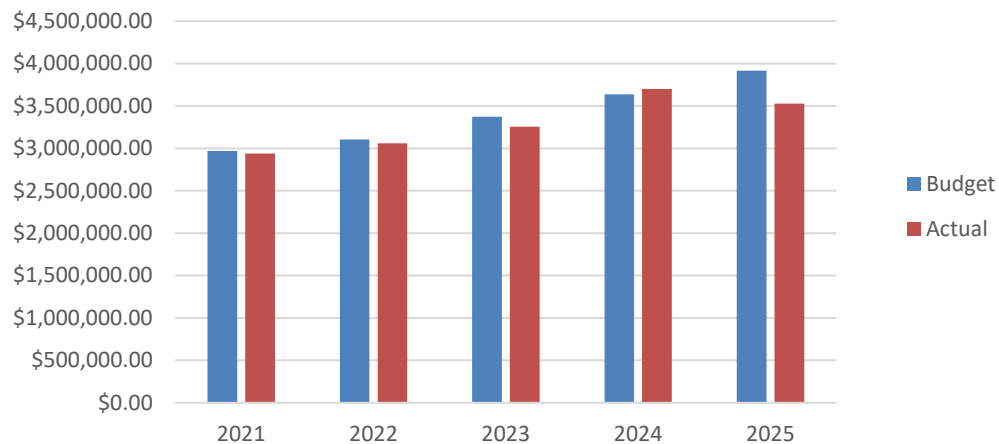
Financial Information

The financial situation was once again positive in 2025 and we ended the year with a surplus of \$ 388,414.91 which was transferred to the General Reserve to meet future needs. The budget for 2025 was initially set at \$ 3,986,600, a 12.8% increase over 2024. It included amounts to reflect staff movement through the ranks and the annual pay increase according to the collective agreement, an increase in the complement to 17 officers in mid-2025, and an Acting Sergeant position for the entire year to assist with supervision. The increase to the complement was the first since 2008 when the Service had 15 officers and was meant to address workload issues and the increasing complexity and time required to investigate cases. The Board was cognizant that its budget represents a large portion of the Town of Hanover's expenses which were expected to significantly increase in 2025. The Town also has the ability under the Community Safety and Policing Act to send the Police Service Board's budget back for reconsideration. In light of these factors, the Board reviewed the estimates and approved a reduced budget for 2025 of \$ 3,916,600, a 10.73% increase over 2024.

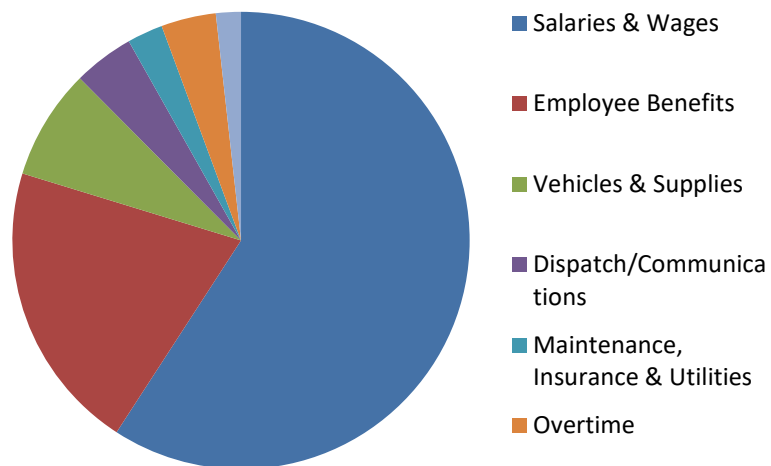
The Board and the Police Service endeavour to see that the money allocated for policing is spent responsibly, with every effort made to use our resources efficiently and effectively. We strive to be fiscally responsible and to maximize our financial and material resources, acknowledging that there are some costs that are not within the direct control of the Service.

The charts below show the last five years of budgeted versus actual expenses to illustrate the cost of policing as required by the Community Safety and Policing Act. The Board and the Service are pleased to have maintained this positive financial situation to the point where we have healthy reserve accounts, and are able to make significant contributions to projects such as the new police station.

Year	Budgeted Expenses	Actual Expenses	Difference
2021	\$2,968,500.00	\$2,938,420.96	\$30,079.04
2022	\$3,105,400.00	\$3,057,831.35	\$47,568.65
2023	\$3,370,800.00	\$3,256,845.01	\$113,954.99
2024	\$3,636,100.00	\$3,458,718.33	\$177,381.67
2025	\$3,916,600.00	\$3,528,181.09	\$388,418.91



The following chart shows a breakdown of the 2025 expenses into categories.



Information provided by Jelena Savic, Director of Corporate Services, Treasurer, Town of Hanover.

The total of salaries, wages and benefits in 2025 was \$3,066,823.22 or 83.6% of total expenses which is in line with previous years, since the major assets of the Service are its members.

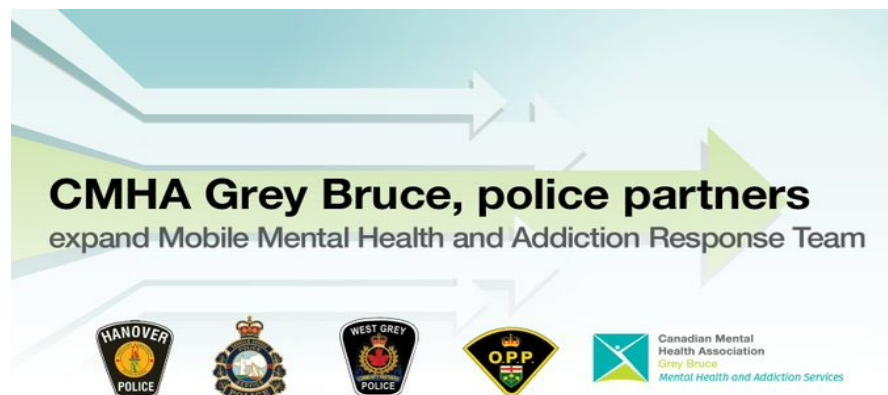
Mobile Mental Health & Addiction Response Team

The Mobile Mental Health and Addiction Response Team (MMHART) was created in 2020 in cooperation with the Canadian Mental Health Association (CMHA) to better support those with mental health and addictions when they interact with our officers. A mental health practitioner from the CMHA is assigned to assist the Hanover Police Service and completes field assessments and community referrals rather than having people medically assessed in the local hospital's emergency room. Interactions between a Hanover Police officer and MMHART can occur by phone, email, in person at the station or in the community, when a client is in need of support. MMHART provides on-site crisis de-escalation and support, assessment, and community resource referrals.

Mental health calls for service to HPS have been steadily increasing over time, with 201 in 2024 and 249 in 2025, a 24% increase. The number of interactions between our Service and MMHART have also increased, with 139 in 2024, and 385 in 2025, almost triple that of the previous year.

MMHART's critical work helping HPS with mental health calls has broader social benefits. When a person experiencing a mental health issue, is helped by MMHART, they often do not end up in the hospital as would have been the case in the past. If a person does have to go to the hospital to be assessed in the emergency department, MMHART's work can help avoid a hospital admission. Also, MMHART provides support to people more quickly, thus avoiding a potential escalation.

Details on the work of MMHART can be found in the Statistics section of this report.



Public Safety Initiatives

Our most significant public safety initiative for 2025 was Project Noisemaker, launched in response to community concerns about excessive vehicle noise, unsafe or illegal vehicle modifications, and aggressive driving behaviour. The program began on May 19 and ran until September 15, with enforcement focused on locations identified by community members and officer observations. One of the aims of the program was to emphasize the importance for those with loud exhaust systems, no exhaust systems and modified exhaust systems to address these equipment issues before finding themselves in trouble with the law. Project Noisemaker resulted in 35 charges being laid and 31 warnings issued. Charges included unnecessary noise, careless driving, squealing tires, failing to stop, failing to stop for a school bus, driving on a closed highway, speeding, obstructed licence plate, failing to surrender a licence, G1/G2 violations, obstructed windshield, failing to have proof of insurance, disobeying a stop sign, unnecessary noise and more.

The program resulted in a noticeable reduction in noise-related complaints in targeted areas, and proactive enforcement identified a broad range of traffic safety issues beyond noise. In addition, increased police visibility contributed to improved community confidence and driver behaviour improvements were observed in problem areas. Project Noisemaker proved effective in addressing community concerns related to noise, unsafe driving, and illegal vehicle modifications. Although the project concluded in mid September, enforcement of the laws will continue.

A number of public safety initiatives that began in previous years continued into 2025, including the bike registration portal on our website. This database allows residents to register their bikes so that if they are stolen, there is a greater likelihood of them being returned. The Camsafe program have been in place since 2023 and allows business owners and residents to register their surveillance and doorbell cameras on a database continues to be a valuable tool in solving crime. Using the database and the known location of a crime, we can ask the property owner for permission to view what their camera captured. This gives us timely access to digital evidence that can be important in cases ranging from thefts, break ins, mischiefs to more serious offences like assaults, homicide and abductions.

The Eyes and Ears Trail volunteer group has been active since 2019, and works to increase safety downtown and on the trails. In addition, officers patrol on bikes and on foot at various times of the day and night, which helps to ensure that people felt safe in these areas. We continue to focus on the industrial park and downtown core through patrols on foot, enhanced focused cruiser patrols and stationary surveillance.

Traffic Management

As a regional hub, Hanover attracts a heavy volume of traffic from the surrounding area which results in congestion on 10th Street from time to time, along with driving complaints from the community and the motoring public.

In 2025, there were 216 motor vehicle collisions, the same number as in 2024. By contrast, there was a 17% increase from 185 collisions in 2023 to 216 in 2024. There was one fatal injury in 2025 involving a pedestrian which is reported in the Policing Highlights section of this report. There were 15 collisions resulting in non-fatal injuries an increase from 12 in 2024. The number of collisions resulting in property damage went down to 98 from 116 in 2024. The number of incidents where people failed to remain at an accident, went down slightly from 37 to 31, and the number of non-reportable collisions, many of which occur in parking lot, increased quite a bit from 46 to 71. A non-reportable accident is an accident that does not meet the legal threshold for mandatory reporting to police or a Collision Reporting Centre which generally means damage is less than \$5,000 in total, with no injuries, no criminal activity such as impaired driving, and no damage to public property.

Hanover Police continue the use of mobile digital speed monitoring signs which make motorists aware of their speed and so are very effective in reducing speeding. In addition we post community speed signs, assign officers to enforcement and directed patrols in area that give rise to complaints. Officers are regularly assigned to patrols in specific areas such as 24th Avenue and 10th Street which continues to be the top intersection for collisions.

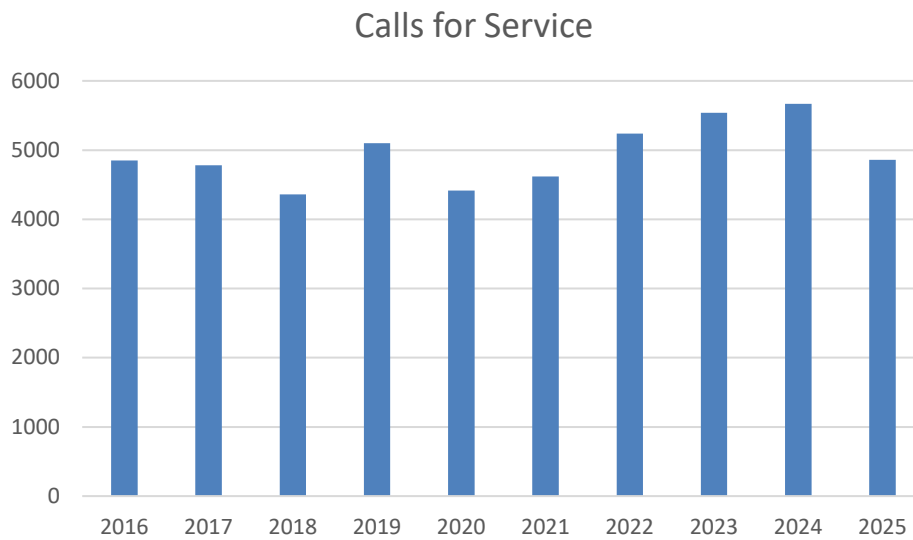
Most vehicle collisions are not related to speed even though the general perception is that speed causes accidents. They are mostly caused by unsafe turns, unsafe lane changes and rear-end collisions that can result in charges of careless driving.

The top areas for collisions in 2024 were in the general vicinity of these intersections:

1. 10th Street and 24th Avenue
2. 10th Street and 7th Avenue
3. 5th Street and 7th Avenue

Calls for Service

Police Services use “Calls for Service” as a standard workload indicator. In 2025, the Hanover Police Service received 4,860 calls for service, which was the first decrease since 2021. Details about the calls can be found in the Incidents by Type chart in the Statistics section of this report.



NOTE: Starting in 2020, for efficiency reasons, officers were no longer required to complete incident reports (classified as community service calls for service) for foot & bike patrols. Instead, we opted to include these patrols on internal reports only. This change has resulted in less time completing and approving reports for these duties making more time for other policing priorities.

Foot and Bike Patrols

Hanover Police Service conducts weekly foot and bike patrols on the trails, in the downtown core and at community facilities. These patrols increase police visibility and provide opportunities for members of the public and downtown merchants to interact with our officers. Officers on foot and bike patrol have discovered businesses left insecure after hours and were able to notify the owner, and they regularly make arrests, usually of people who are wanted as a result of warrants being issued for their arrest.

Professional Police Contacts

Every member of the Hanover Police Service makes concerted and regular efforts to build and foster relationships with community members, business owners, visitors and others in our Town. Officers have thousands of contacts every year with people of all ages and backgrounds in a wide variety of situations. These include attending calls for service, following

up on investigations, dealing with people who come into the station, patrolling on foot or on a bike, participating at community events, conducting a R.I.D.E program, a traffic stop and more.

Our members advocate for people who need help and provide referrals to resources that keep our community safe and secure while ensuring the well-being of everyone.

We are grateful for the strong support and trust of our community and we it will never be taken for granted. We aim to constantly work with our community so that everyone can safely live, work and play in Hanover.

Use of Force

Hanover Police officers are issued equipment that includes “use of force” options consisting of a handgun, a CEW (conducted energy weapon, commonly referred to as a Taser), pepper spray, handcuffs and a baton. They can also access semi-automatic rifles if needed. Officers are trained in all aspects of use of force including officer safety, de-escalation tactics, communications, handcuffing and physical control techniques. They are required to renew their use of force training every year with qualified instructors accredited through the Ontario Police College. Our Service currently has one use of force instructor who provides use of force training directly to Hanover Police members individually when needed and in tandem with area policing partners, typically during annual “block” training in the spring of each year.

The Ministry of the Solicitor General requires a report to be filed each time a police officer deploys a use of force option in the line of duty. A single team report can be filed when more than one officer at a scene displays or points a CEW (taser) or a firearm.

In 2025, 10 use of force incidents occurred resulting in the submission of 13 reports. Many of the incidents involved the use of more than one type of use of force. The deployments were reported to the Ministry as follows:

Type of Use of Force	Number of Deployments
Physical Control (Fist Strikes)	1
Physical Control (Grounding, Pressure Points, Joint Locks)	10
Deploy ASP (Baton)	1
Display/Draw a CEW (Taser)	2
Point a CEW (Taser)	2
Deploy/Discharge a CEW (Taser)	2
Display/Draw a Service Handgun	1
Point a Service Handgun	2
Point a Service Rifle	1
Discharge Service Firearm (Destroy an Animal)	1

Many of these incidents involved officers utilizing ‘open hand’ techniques to subdue suspects, mostly through grounding and applying joint locks/pressure points. As in previous years, the displaying or pointing of a CEW (Taser) resulted in suspects ceasing aggressive and assaultive behaviours with two incidents of a CEW being deployed or fired, down from three in 2024.

Details about use of force deployments can be found in the Policing Highlights section of this report.

Complaint Investigations

Complaints from the Public to LECA

The Law Enforcement Complaints Agency (LECA) was established when the Community Safety and Policing Act came into force on April 1, 2024 and replaces the former Office of the Independent Police Review Director (OIPRD). It is an independent civilian oversight agency that receives, manages and oversees all complaints from members of the public about police in Ontario.

In 2025, there were two complaints made to LECA against the Hanover Police Service and both were investigated by Deputy Chief George Hebblethwaite in accordance with LECA procedures. In the first case, the complainant did not return telephone calls or respond to emails for some time. The second complaint arose as a result of the involved officer responding to a family matter.

As of the end of 2025, both of these complaints remained outstanding, and the final reports were expected in 2026.

Incidents Involving Police and Civilians Investigated by the SIU

The Special Investigations Unit (SIU) is a civilian law enforcement agency, independent of the police, that conducts criminal investigations into circumstances involving police and civilians. When an incident results in serious injury, death or allegations of sexual assault, the police service is required to notify the SIU which investigates, including gathering and assessing evidence. The Director of the SIU decides whether that evidence constitutes reasonable grounds that the police officer committed a criminal offence and if so, the appropriate charge is laid against the officer. There were no incidents in 2025 that required the Hanover Police Service to notify the SIU.

2025 Community Highlights

A regular highlight for our members is to interact with people at various community and educational events such as the following:

- ✓ The Easter Egg Hunt at Heritage Square
- ✓ A presentation on fraud to seniors at The Village on 10th Street
- ✓ A tour with a group of Scouts
- ✓ Tim Horton's Smile Cookie fundraiser
- ✓ McHappy Day at McDonald's
- ✓ An escort into Town with the Hanover Fire Department for the Barons after their victory
- ✓ Raising the PRIDE flag at the Civic Centre
- ✓ The Denis McCracken Cops and Kids Fishing Derby
- ✓ Safety Day at the Saugeen Valley Children's Safety Village
- ✓ The Torch Run with Constable Nate Grotenhuis as our lead
- ✓ The Splash Pad opening at the Hanover Park
- ✓ *Sign Wars* to generate interest in working at the Hanover Police Service
- ✓ Presented coffee and donuts to the winners of *Sign Wars*, New Heights Fitness and the Hanover Library
- ✓ Hanover Fall Fair
- ✓ Presentation to students on the role of police officers, stranger danger and road safety at the Safety Village
- ✓ The grand opening of the New Comer Resource Centre
- ✓ Trick or Treat Hallowe'en Trail
- ✓ The Chief's "X" Account had 3,631 followers at the end of 2025, and a total of 8,424 posts.

Gallery



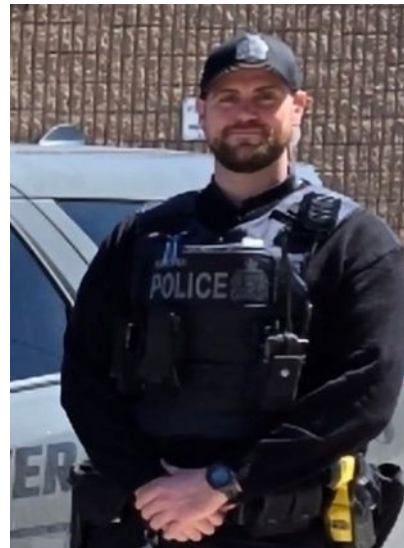
Constable Kevin Gowan joined HPS in September



Constables Nate Grotenhuis & Thomas Brown on bike patrol at the Trick or Treat Trail



Constable Vicky Deetman at Saugeen Safety Village



Constable Erik Lusink



Chief Knoll with Dave Margetts on his retirement after 25 Years as an Auxiliary Officer and Cell Monitor



October seizure of loaded shotguns, a .22 calibre single shot pistol, \$6,500+ in drugs \$500+ in cash & a vehicle



September Seizure of \$15,700 in cocaine and methamphetamine and \$11,000 in cash



Burned out vehicle used in fatal hit and run in June



Mayor Sue Paterson and Chief Knoll on cookie duty for Tim's Smile Cookie campaign for charity



Sign wars to support recruiting at HPS





Chair Hicks presenting Chief Knoll with his Coronation Medal awarded by King Charles III

Statistics

Incidents by Type

In the chart below, the 4,860 calls for service received by the Hanover Police Service in 2025 are broken down into standard categories recorded in our Records Management System database.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
911 Call/911 Hang-up	84	75	61	126	136	150	150	242	238	399
Abduction	1	0	0	1	0	0	0	1	0	0
Airplane Crash	0	0	0	0	0	0	0	0	0	0
Alarm	134	127	123	146	145	181	162	185	166	125
Ambulance Assistance	31	45	58	40	44	41	41	63	64	64
Animal Complaint	71	81	101	81	87	67	60	56	74	78
Arson	0	0	3	1	0	1	0	1	0	1
Assaults	66	65	95	71	66	72	80	89	96	55
Assist Other Non-Police Agency							4	42	30	34
Assist Other Police Agency							42	175	159	193
Attempt Murder	0	0	0	0	0	0	1	1	0	0
Attempt or Suicide Threat	31	31	33	27	20	23	14	32	18	23
Audits & Information Security	0	0	0	0	0	1	0	1	0	3
Bail Violations	23	49	47	49	63	66	75	82	121	79
Bar Check	125	77	18	38	11	7	17	21	7	1
B-E Bus/Res/Other	73	55	76	86	45	75	54	36	34	27
Bomb Threat	0	0	0	0	0	0	1	0	1	0
Breach of Probation	29	40	27	32	20	12	29	23	19	31
Child Custody Dispute									3	14
Child Pornography				0	0	0	0	0	2	0
Community Services	334	241	104	201	103	16	57	73	67	44
Compliance Check				17	5	28	26	8	13	2
Conditional Sentence Order				0	6	3	5	1	3	1
Counterfeit Money	0	5	23	4	4	1	10	3	4	3
Court Order	23	24	14	14	20	10	6	12	17	38
COVID-19 Complaint					65	114	4	0	0	0
Dangerous Conditions	22	29	37	20	34	26	14	7	11	12
Disturb the Peace	22	44	45	35	21	21	29	31	22	16
Domestic Dispute (now known as Intimate Partner Violence)	95	80	80	54	44	51	41	63	58	29
Drugs Offences	60	48	40	39	38	16	19	12	30	18
Duplicate Occurrence	69	72	102	77	59	59	54	47	57	49
Escape Custody	0	1	3	2	1	1	0	0	0	0
Escort	91	102	88	99	58	61	85	111	120	89
FAC/POL/PAL	0	0	0	0	0	1	1	0	0	0
FAC/POL/PAL Revoke-Refuse	0	0	0	0	0	0	0	0	0	0
Fail to Stop										0
Family Dispute	66	79	48	63	75	66	74	76	66	59
Fire	5	7	10	7	8	4	3	7	12	12
Focused Patrol				4	5	14	8	29	26	11
Fraud	104	92	90	98	84	67	60	70	75	78
Gaming and Betting	0	0	0	0	0	0	0	0	0	0
Gang	1	0	0	0	0	0	0	0	0	0
Harassment	37	40	18	38	41	33	31	46	52	57
Homicide	0	0	0	0	0	0	0	0	1	0
Hostage Taking	0	0	0	0	0	0	0	0	0	0

Hanover Police Service
Hanover Police Service Board

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	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Human Trafficking				2	1	1	0	0	0	0
Impaired/Over 80	54	49	46	30	21	17	21	35	30	25
Indecent Acts	6	4	7	3	4	2	1	1	4	7
Insecure Premises	16	15	7	11	11	10	20	16	16	9
Internet Scams							18	15	26	18
Kidnapping	0	0	0	1	0	1	0	0	0	0
Landlord Tenant Problem	48	34	39	47	49	41	49	37	55	54
Liquor Licence Act	41	33	38	56	11	16	20	18	26	18
Luring								1	0	0
Marine	0	0	0	0	1	0	0	0	0	0
Mental Health Act	153	33	143	135	130	165	179	191	201	249
Mischief	91	77	69	93	71	99	92	73	76	40
Missing Person	25	26	19	12	14	15	19	9	8	7
Missing Person Located	24	25	15	16	8	8	8	13	5	3
Motor Vehicle – Abandoned	7	0	2	3	2	6	9	4	4	6
Motor Vehicle – Recovered	7	9	6	24	15	19	8	12	16	2
Motor Vehicle Collision	219	220	224	248	164	170	197	193	221	216
Municipal By Law	49	34	37	40	46	52	45	56	43	48
Neighbour Dispute	23	32	26	18	32	23	58	61	67	50
Noise Complaint	80	92	71	69	100	81	91	107	80	58
Non-Consensual Distribution of Intimate Images							1	1	1	1
Non-Police Matter - Low Priority	15	7	8	14	27	16	13	30	27	12
Non-Traffic Accident	0	1	4	0	0	1	1	0	3	0
Obstruct Peace Officer	1	1	0	3	1	3	5	4	3	3
Offence Notice										0
Other Criminal Code	6	2	2	0	3	2	18	17	9	7
Other Federal Statutes	1	0	1	0	2	0	1	2	1	0
Other Provincial Statutes	13	9	3	5	11	2	11	11	6	7
Person Check-In	18	14	0	2	2	4	0	2	4	4
Person Check-In OSOR				18	24	18	14	24	17	11
Person Stop								1	0	0
Person Well-Being Check				99	109	112	133	179	264	232
Phone Calls	33	34	24	25	45	31	35	18	22	23
Phone Scams							22	15	22	18
Police Assistance	496	421	258	320	327	528	489	233	187	103
Police Information – Crime Stoppers				32	40	21	24	45	32	21
Police Information	220	301	225	166	145	198	236	246	212	125
Police Pursuit	3	2	2	9	7	1	20	10	13	11
Possess of Stolen Property	6	8	14	27	23	11	19	11	15	8
Prevent Breach of Peace	28	36	34	35	39	61	77	69	62	47
Property Check	24	20	10	15	11	3	10	12	10	6
Property Damage	3	6	9	8	12	15	8	17	21	20
Property Related	255	277	247	282	228	219	273	284	265	222
Prostitution								0	0	0
Public Morals	0	0	0	3	3	1	0	0	0	0
R.I.D.E.	41	47	28	253	71	19	41	61	39	47
Registry – Vulnerable Person	0	0	0	1	3	3	0	3	1	4
Report Officer	0	0	0	0	0	0	0	0	0	0
Robbery	2	2	1	3	3	2	2	4	3	0
Sexual Assault	10	10	8	11	19	16	16	20	9	16
Shoplifting	65	27	49	48	21	28	54	61	55	23
Special Occasion Permit				0	0	0	0	0	0	0
Stolen Vehicle	4	16	21	12	20	21	10	14	23	11
Strikes	1	0	0	1	0	0	0	0	1	0
Sudden Death	15	16	15	16	23	12	19	9	24	11
Suspicious Package							2	0	1	1

Hanover Police Service
Hanover Police Service Board

2025 Annual Report

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Suspicious Person	246	220	192	245	309	268	268	351	332	227
Suspicious Vehicle	53	61	44	89	104	88	115	95	104	75
Test CAD Event for Police	0	0	0	0	0	4	0	1	1	1
Theft	197	258	238	250	178	182	275	238	278	191
Threats	20	39	30	35	43	38	43	52	43	28
Towed Vehicle	1	1	5	5	6	2	4	5	5	4
Traffic Complaint	154	204	254	224	178	177	197	178	190	183
Traffic Control	8	11	5	6	4	4	4	7	7	8
Traffic Enforcement - H.T.A	144	137	140	195	121	48	69	94	73	68
Traffic Enforcement – Other	3	8	1	6	4	4	16	16	4	6
Traffic Hazard	11	20	17	13	21	17	46	24	34	49
Traffic Stop	0	1	0	2	0	0	5	4	3	12
Trespass by Night	2	3	3	4	10	6	5	8	6	2
Trespass to Property Act	56	81	73	63	58	45	75	87	89	95
Trouble with Youth	53	51	42	36	33	51	58	61	91	50
Unit Emergency	0	0	0	0	0	0	0	0	0	0
Unlawfully at Large	0	0	0	2	0	3	3	6	6	1
Unwanted Person	64	93	97	81	70	84	151	148	147	154
Warrants	125	131	151	145	121	217	242	260	343	248
Weapons	13	12	10	13	10	11	14	11	14	9
Wires Down - Possible Fire	0	1	0	0	0	0	0	0	0	0
TOTAL INCIDENTS	4850	4781	4360	5098	4417	4618	5237	5537	5666	4860

NOTE: Grey areas show types of incidents which had not been reported on in that year.

Ten-Year Criminal Trend

The Hanover Police Service reports crimes using the Uniform Crime Reporting method that measures the incidence of crime and its characteristics. Since this method is used by the federal government and police services, it allows comparisons from one jurisdiction to another. The charts below were compiled using the Uniform Crime Reporting system.

Crimes of Violence Incidents

Includes sexual assault, assault with a weapon, criminal harassment, uttering threats, and other violent crimes.

	Reported	Unfounded	Actual	Cleared by Charge	Cleared Otherwise	Clearance Rate
2025	185	68	117	63	27	76.92%
2024	248	85	163	109	46	95.1%
2023	282	76	206	136	47	88.8%
2022	220	55	165	85	51	82.4%
2021	216	47	169	100	37	81.1%
2020	209	59	150	68	50	78.7%
2019	167	52	115	47	35	71.3%
2018	189	51	138	89	25	82.6%
2017	181	80	101	50	44	93.1%
2016	160	67	93	45	41	92.5%

Property Crime Incidents

Includes arson, break and enter, theft, possession of stolen goods, fraud, and mischief.

	Reported	Unfounded	Actual	Cleared by Charge	Cleared Otherwise	Clearance Rate
2025	355	117	238	56	33	37.4%
2024	635	149	486	202	77	57.4%
2023	557	123	434	145	73	50.2%
2022	628	107	521	150	91	46.3%
2021	559	86	476	167	62	48.4%
2020	490	92	398	95	60	39.0%
2019	609	72	537	92	51	26.6%
2018	622	67	555	110	65	31.5%
2017	534	93	441	41	61	23.1%
2016	531	110	421	52	73	29.7%

Drug Offence Incidents

Includes possession, trafficking, importing, exporting, and production of drugs.

	Reported	Unfounded	Actual	Cleared by Charge	Cleared Otherwise	Clearance Rate
2025	10	0	10	7	2	90%
2024	29	0	29	25	3	96.6%
2023	14	2	12	10	1	91.7%
2022	15	2	13	7	0	53.8%
2021	7	0	7	8*	0	100.0%*
2020	23	1	22	15	2	77.3%
2019	23	1	22	16	1	77.3%
2018	26	6	20	12	3	75.0%
2017	40	15	25	10	10	80.0%
2016	61	26	35	22	8	85.7%

***NOTE:** One offence from 2020 was cleared in 2021. The clearance rate for 2021 drug incidents was 100%.

Other Criminal Offence Incidents

Includes bail violations, disturb the peace, fail to attend court and breach of probation.

	Reported	Unfounded	Actual	Cleared by Charge	Cleared Otherwise	Clearance Rate
2025	165	31	134	108	12	89.55%
2024	331	46	285	244	22	93.3%
2023	275	42	233	182	20	86.7%
2022	299	40	259	195	34	88.4%
2021	216	19	197	153	19	87.3%

Hanover Police Service**Hanover Police Service Board****2025 Annual Report**

2020	207	24	183	130	39	92.3%
2019	172	24	148	95	26	81.8%
2018	235	41	194	114	38	78.4%
2017	179	41	138	76	41	84.8%
2016	137	35	102	74	21	93.1%

Persons Detained

There are three cells at the Hanover Police Station which can house four people who have been arrested and they can be detained for as little as one hour or up to a maximum of 24 hours.

When suspects wanted by the Hanover Police are located in another jurisdiction, Hanover officers may travel to the location to return the suspect to Hanover to face their charges. The 253 detainees in 2025 resulted in 80 bail court days that saw 92 detainees appearing virtually from the police station in the Ontario Court of Justice at Walkerton Bail Court. During these bail court appearances, Hanover officers are responsible for facilitating suspects' access to a lawyer, usually over the telephone, and this can occur multiple times for each detainee before the virtual hearings. This process allows the lawyers to work on bail plans with their clients prior to the appearance in bail court. The officers are also responsible for securing, and monitoring the detainee during this time until they are either released from custody or turned over to the OPP's Offender Transport to be taken to a correctional facility. In 2025, our Service members spent a total of 520 hours performing these functions, a 65% increase over the previous year. For reference purposes, 520 hours is approximately a quarter of a working year for one officer. So the process consumes considerable resources, although a provincial Court Security grant covers a portion of the costs.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Arrests*	238	230	237	304	243	560	582	527	686	468
Persons in Cells	184	179	167	210	147	225	290	312	360	253
Persons Transported	48	65	88	69	11	2	24	28	49	35

***NOTE** – This is the number of Arrest Reports (rather than the number of arrests) resulting from changes in the Court Case Management system which now require officers to prepare an Arrest Report for every outstanding case an accused has before the courts. Consequently, one arrest can result in multiple arrest reports having to be prepared and the numbers from 2021 onward reflect the number of arrest reports generated each year.

In 2025, there were significant reductions in the number of "Arrests", "Persons in Cells" and "Persons Transported". From 2023 to 2024, the numbers increased considerable, possibly the result of the "Revolving Door of Justice" which sees a person repeatedly charged, held in custody and released on bail, often without a meaningful bail plan. A warrant is often then issued for breaching release, for new criminal offences or when the accused fails to appear in court, leading to them again being taken into custody. This revolving door erodes public confidence in the judicial system and can be demoralizing to police because of community

dissatisfaction which can cause them to bear the brunt of public criticism. The following case is an example of how this can happen.

On September 18, 2025, the Hanover Police arrested a 41-year-old man following an investigation of criminal harassment after he had repeatedly followed a woman and her infant while they were out for a walk in the community. The suspect and the victim were not known to one another and officers were able to identify, locate and arrest the man who was charged with criminal harassment and breach of probation. Following his arrest, he was released from custody with strict conditions, including a prohibition from entering the Town of Hanover. The following day, he was arrested again by a neighbouring police service for property crimes and held for a bail hearing. He was later released by the courts, but the condition not to enter the Town of Hanover was lifted. On September 22, 2025, officers were called to a Hanover business about the same man who was yelling at staff and customers. He was again arrested on charges of mischief and four counts of breach of probation and held for a bail hearing.

Criminal – Drug and Provincial Charges

The following chart shows charges laid by the Hanover Police Service under the various laws listed.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Criminal Charges	365	322	434	621	500	543	712	739	1035	829
Drug Charges	58	22	15	43	18	10	10	18	77	35
Highway Traffic Act	147	193	176	240	127	134	209	379	231	234
Liquor Licence Act	22	17	8	38	4	3	23	19	22	21
Compulsory Automobile Insurance Act	18	37	25	20	18	13	22	21	17	23
Trespass to Property Act	26	26	14	26	5	5	6	4	17	19
Other								11	1	10

Mobile Mental Health & Addictions Response Team

The Mobile Mental Health and Addiction Response Team (MMHART) was created to better support those with mental health and addictions when they interact with our officers. A mental health practitioner from the Canadian Mental Health Association CMHA is assigned to assist the Hanover Police Service and completes field assessments and community referrals rather than having people medically assessed in the local hospital's emergency room.

	2024	2025
Total Calls/Interactions with MMHART	139	385
Police Consults	21	103
Wellness Checks	7	77
Assessments Completed	43	27
Assessment Completed, Diverted From Hospital	20	13
Assessment Completed, Admission to Hospital Avoided	6	7
Assessment Completed, Client Apprehended To Custody	3	5
Assessment Completed, Client Placed on Form	8	6

Motor Vehicle Collisions

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Fatal Injury	0	0	1	0	0	0	0	0	0	1
Non-Fatal Injury	15	23	19	16	13	5	11	5	12	15
Property Damage	86	134	142	119	106	96	98	104	116	98
Non-Reportable	67	7	16	53	8	33	43	43	46	71
Fail to Remain				49	42	36	45	33	37	31
Other	2	0	0	11	0	0	0	0	5	0
TOTAL	170	164	178	248	164	170	197	185	216	216

R.I.D.E. Statistics

The Hanover Police Service conducts regular R.I.D.E. (Reduce Impaired Driving Everywhere) programs to reduce drugs and alcohol impairment in drivers. R.I.D.E. programs consist of spot checks that run for varying lengths of time. R.I.D.E. programs are part of an officer's regular patrol duties and the Service receives an annual grant from the Ministry of the Solicitor General for overtime or paid duty assignments performed by officers for street level enforcement activities in relation to the RIDE Grant. The Service has six officers with qualifications to use an Intoxilyzer device to determine a driver's blood alcohol level. The following chart shows the number of times officers held R.I.D.E. programs in the Town of Hanover.

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
No. of Programs	41	46	28	253	71	19	41	61	40	47

Collection of Identifying Information in Certain Circumstances

Regulation 400/23 under the Community Safety and Policing Act requires a Chief of Police to make a report to the Board about attempted collections of identifying information from members of the public. This collection of information is commonly referred to as “street checks” or “carding” and involves police officers collecting identifying information from individuals such as their age, gender, and race. The Hanover Police Service does not engage in “street checks” and reports no street checks in 2025. It should be noted that Hanover officers know many of our community members by name and engage with them on a regular basis at all hours of the day and night.

Reporting Under the Missing Persons Act

The Missing Persons Act recognizes the seriousness of the issue of missing persons in Ontario and its negative impact on the family and loved ones of those who are missing. The Act makes tools available to police when attempting to locate missing persons in the absence of a criminal investigation, including making urgent demands for the production of records. Not all missing persons investigations require a police service to make an urgent demand for production of records.

In 2025, the Hanover Police Service investigated one missing persons case in which an urgent demand was made for records of telecommunications or records that contain other electronic communications information, including information about signals related to a person’s location. The Service also made a request to a financial institution for records of deposits, withdrawals and/or transactions. As required by the Missing Persons Act, the Hanover Police Service submitted the required report to the Ministry of the Solicitor General.

Disclaimer

The crime related data in this report is derived from Niche Technologies Incorporated Records Management System (Niche RMS), the data system used by the Hanover Police Service. Other data comes from various automated and manual systems, or from sources as indicated in the report.

The counting methodology used to prepare the tables and graphs in this report may differ from that used by Statistics Canada and other police services.

The information in this report is the property of the Hanover Police Service. The Hanover Police Service does not assume any liability for any decisions made or action taken as a result of any information or data provided.

Contact Information

Chris Knoll, Chief of Police
203 10th Street
Hanover, ON N4N 1N8

Telephone: 519.364.4280 (Administration)
519.364.2411 (Non-Emergency Dispatch)



REGULAR COUNCIL MEETING MINUTES

September 8, 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 (virtual; arrived in Chambers at 5:14pm)
Councillor Susan Sakal

STAFF PRESENT Jeff Dentinger, Fire Chief (virtual; departed at 4:52pm)
April Marshall, Economic Development Manager (departed at 6:02pm)
Tanya Patterson, Administrative Assistant/Deputy Clerk
Sherri Walden, CAO
Andrew Wilken, Director of Development & Infrastructure/CBO (arrived in Chambers at 4:48pm)
Jelena Savic, Director of Corporate Services/Treasurer (departed at 6:02pm)

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.

Mayor Paterson shared information regarding the Truth and Reconciliation Commission of Canada (TRC) and calls to action. In 2022, Town of Hanover council agreed to begin the journey to reconciliation by adopting a land acknowledgement policy, flying the Every Child Matters flag at the Civic Centre, a moment of silence during a council meeting, encouraging staff and elected officials to wear orange in recognition of the National Day for Truth and Recognition on September 30th.

4. Moment of Silence

A moment of silence took place to honour the lost children and survivors of residential schools, their families and communities.

5. Disclosure of Pecuniary Interest

None.

6. Agenda Additions or Deletions

None.

7. Health & Safety Message

7.1 Think Safety in Fall as Weather Changes - Councillor Brandon Koebel

8. Delegations

8.1 Marni Sandell, Director of Education - Elephant Thoughts

Council received a presentation from Marni Sandell, the Director of Education and Melody Stewart, youth employee and trainee from Elephant Thoughts regarding their operations at the Hanover Satellite Campus and the Bodega Cafe and Pantry.

The presentation highlighted their mission to deliver life-changing educational experiences for youth ages 18 to 29 facing barriers to unleash their potential within the community through foundation programs. These programs are focused on global citizenship, environmental stewardship and quality education for everyone. Current programs include a workforce development foundations program and applied learning program, and a culinary social enterprise known as Bodega Cafe and Pantry. Ms. Sandell also shared information about additional opportunities, community connections and planned future programs. Ms. Stewart shared her positive and ongoing experience as a youth employee and trainee with Elephant Thoughts.

9. Council Minutes

9.1 Regular Council Meeting Minutes – August 10, 2026

Resolution Number: 208-26

Moved by COUNCILLOR SAKAL

Seconded by DEPUTY MAYOR DICKERT

That the minutes of the August 10, 2026 regular council meeting be adopted as printed and circulated.

CARRIED

10. Business Arising From the Minutes

11. Consent Agenda

Mayor Paterson asked if any member of council wished to have an item on the consent agenda brought forth for separate discussion.

Deputy Mayor Dickert requested that Item 11.1 Report FI-06-26 - Hanover Fire Station Net Zero Target Achieved be pulled for separate discussion.

Councillor Sakal requested that Item 11.2 Report ED-17-26 - Hanover Culture Days be pulled for separate discussion.

Councillor Hudson requested that Item 11.3 Report DCS-18-26 - Budget Survey Findings, Item 11.4 Committee of Adjustment Meeting Minutes of September 8, 2026, and Item 11.7 Downtown Improvement Area Minutes of June 18, 2026 be pulled for separate discussion.

11.1 Report FI-06-26 - Hanover Fire Station Net Zero Target Achieved

Deputy Mayor Dickert requested an explanation of the distribution of the excess energy generated from the on-site solar power generation. Mr. Wilken explained the excess energy produced is credited to the billing account for the building.

Councillor Hudson inquired about receiving a report of the annual net zero status. Fire Chief Dentinger indicated the yearly net zero statistics will be included in the fire annual report.

Councillor Sakal requested an explanation of the ability to submit the required documentation to the FCM Green Municipal Fund to access the grant funding associated with the net zero targets. Ms. Savic explained there was a holdback of \$100,000 on the funding until the grant criteria of net zero was met.

Resolution Number: 209-26

Moved by DEPUTY MAYOR DICKERT

Seconded by COUNCILLOR HUDSON

That Report FI-06-26 Hanover Fire Station Net Zero Target Achieved be received for information.

CARRIED

11.2 Report ED-17-26 - Hanover Culture Days

Councillor Sakal noted that Culture Days is expanding.

Councillor Hudson inquired about the date of the I Remember When event. Ms. Marshall advised that the event takes place on September 19, 2026.

Resolution Number: 210-26

Moved by COUNCILLOR SAKAL

Seconded by COUNCILLOR HOCKING

That Report ED-17-26 Hanover Culture Days be received for information.

CARRIED

11.3 Report DCS-18-26 - Budget Survey Findings

Councillor Hudson noted that the survey is beneficial for residents to have their voices heard.

Councillor Hocking suggested that a public in-person session to discuss budget with a consistent yearly date be organized for residents. Ms. Walden indicated that staff have considered a public session for budget overview as well as potentially a series of videos for residents to watch at their leisure.

Resolution Number: 211-26

Moved by COUNCILLOR HUDSON

Seconded by DEPUTY MAYOR DICKERT

That Report DCS-18-26 Budget Survey Findings be received for information.

CARRIED**11.4 Committee of Adjustment Meeting Minutes - September 3, 2026**

Councillor Hudson requested clarification regarding Saugeen Valley Conservation Authority's (SVCA) note that any future development proposed on the retained or severed parcel is to be circulated for review to determine whether a permit is required. Mr. Wilken explained that since the property is immediately adjacent to protected lands, any proposed development which is subject to site plan control requires circulation to SVCA for comment.

Resolution Number: 212-26

Moved by DEPUTY MAYOR DICKERT

Seconded by COUNCILLOR HOCKING

That the minutes of the September 3, 2026 Committee of Adjustment meeting be received for information.

CARRIED**11.5 2026 AMO Conference Report - Mayor Sue Paterson****11.6 Hanover Police Service Board Minutes - August 24, 2026****11.7 Downtown Improvement Area Minutes - June 18, 2026**

Councillor Hudson inquired about the Downtown Plan discussion in the minutes noting some concerns. Ms. Marshall explained that further consultation through a structured delivery team and partners will take place before implementation of any item listed in the plan.

Resolution Number: 213-26

Moved by COUNCILLOR HUDSON

Seconded by DEPUTY MAYOR DICKERT

That the minutes of the June 18, 2026 Downtown Improvement Area meeting be received for information.

CARRIED**11.8 Grey County Council Highlights - August 13, 2026****11.9 Saugeen Valley Conservation Authority correspondence regarding MECP update to proposed governance regulations for Regional Conservation Authorities****Resolution Number: 214-26**

Moved by COUNCILLOR HUDSON

Seconded by DEPUTY MAYOR DICKERT

That the items listed on the Consent Agenda with the exception of items 11.1 Report FI-06-26, 11.2 Report ED-17-26, 11.3 Report DCS-18-26, 11.4 Committee of Adjustment Minutes of September 3, 2026, and 11.7 Downtown Improvement Area Minutes of June 18, 2026, be received for information.

CARRIED**12. Staff Reports Requiring Action****12.1 Report ED-16-26 - Community Improvement Program (CIP) Progress and Next Steps****Resolution Number: 215-26****Moved by COUNCILLOR HOCKING****Seconded by COUNCILLOR SAKAL**

That Report ED-16-26, Community Improvement Program (CIP) Progress and Next Steps be received; and

That the allocation of up to an additional \$15,000 from the Investing in Hanover Reserve Fund be approved to support eligible Community Improvement Program applications in 2026, with funds to be drawn only as required; and

That the 2026 Community Improvement Program intake be closed following consideration of the current applications, with any future inquiries or applications to be considered through the 2027 intake period.

CARRIED**12.2 Report - DCS-17-26 - Investment Policy FIN-006 Update****Resolution Number: 216-26****Moved by COUNCILLOR HOCKING****Seconded by DEPUTY MAYOR DICKERT**

That Report DCS-17-28 Investment Policy FIN-006 Update be received; and

That council approve the updated Investment Policy FIN-006 as detailed and amended.

CARRIED**Amendment:****Resolution Number: 216-26****Moved by COUNCILLOR KOEBEL****Seconded by COUNCILLOR HOCKING**

That the Investment Category chart in section Tier A: Short-Term Portfolio be amended to read:

- HSIA with a Strategic Target of 15%;
- Government bonds with a Strategic Target of 25%;
- ONE Investment Corporate Bond Portfolio with a Strategic Target of 30%; and,
- ONE Investment Canadian Equity Portfolio with a Strategic Target of 30% and a Permitted Range of 0% to 30%.

CARRIED

12.3 Report PB-18-26 - Grey County Hybrid Planning Services Model Direction

Resolution Number: 218-26

Moved by COUNCILLOR KOEBEL

Seconded by COUNCILLOR SAKAL

That Report PB-18-26 Grey County Hybrid Planning Services Model Direction be received; and

That council opt out of the Grey County Hybrid Planning Services Model at this time; and

That the Town of Hanover communicates council's decision to Grey County staff.

CARRIED

12.4 Report CL-10-26 - Declaration of Council Vacancy

Resolution Number: 219-26

Moved by COUNCILLOR HUDSON

Seconded by COUNCILLOR KOEBEL

That Report CL-10-26 Declaration of Council Vacancy be received; and

That council declare the office of Councillor Harold Fleet vacant, in accordance with section 259 of the *Municipal Act, 2001*; and

That council direct the office remain vacant for the remainder of the current term of council which concludes November 15, 2026.

CARRIED

13. Committees of Council Minutes

13.1 Finance Committee Minutes - July 27, 2026

13.2 Audit Committee Minutes - August 10, 2026

Resolution Number: 220-26

Moved by DEPUTY MAYOR DICKERT

Seconded by COUNCILLOR SAKAL

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

- Finance Committee - July 27, 2026
- Audit Committee - August 10, 2026

CARRIED

14. By-Laws

None.

15. Correspondence Requiring Action

15.1 Ontario Disability Employment Network Proclamation Request

Resolution Number: 221-26

Moved by COUNCILLOR SAKAL
Seconded by COUNCILLOR KOEBEL

That council proclaim October 2026 as National Disability Employment Awareness Month in the Town of Hanover; and

That the Civic Centre be lit in purple on October 15, 2026 in recognition of the national Light It Up for NDEAM event.

CARRIED

16. Notice of Motion

None.

17. Good News and Celebrations

18. Upcoming Committee Meetings

- 18.1 Age Friendly Committee - Monday September 21, 2026 | 10:00am
- 18.2 Economic, Tourism & Cultural Development Committee - Friday September 18, 2026 | 9:00am
- 18.3 Cultural Roundtable Subcommittee - Wednesday October 7, 2026 | 10:00am
- 18.4 Heritage Subcommittee - Thursday September 17, 2026 | 10:00am
- 18.5 Planning Advisory Committee - Wednesday September 9, 2026 | 4:00pm
- 18.6 Hanover Police Service Board - Monday September 21, 2026 | 10:00am
- 18.7 Hanover Public Library Board - Wednesday September 16, 2026 | 6:00pm
- 18.8 Parks, Recreation & Culture Advisory Committee - Wednesday September 23, 2026 | 6:00pm
- 18.9 Hanover / Walkerton Waste Management Committee - Tuesday September 15, 2026 | 1:00pm
- 18.10 Saugeen Municipal Airport Commission - Wednesday September 16, 2026 | 1:00pm
- 18.11 Saugeen Mobility and Regional Transit Board - Friday September 18, 2026 | 10:00am

19. Important Dates and Announcements

- 19.1 Municipal Office Closed for Staff Professional Development - Wednesday September 16, 2026 | 8:30am to 1:00pm
- 19.2 Next Regular Council Meeting – Monday September 21, 2026 | 4:00pm
- 19.3 Finance Committee Meeting - Monday September 28, 2026 | 4:00pm

20. Closed Meeting

None.

21. Confirmation of Proceedings By-law

- 21.1 By-law 3414-26 - Confirm Proceedings of the September 8, 2026 Regular Council Meeting

Resolution Number: 222-26

Moved by COUNCILLOR HUDSON
Seconded by COUNCILLOR SAKAL

That by-law 3414-26 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

22. Adjournment

Resolution Number: 223-26

Moved by COUNCILLOR HOCKING
Seconded by DEPUTY MAYOR DICKERT

THAT this meeting of Hanover Council now be adjourned at 6:24pm.

CARRIED

Susan Paterson, Mayor

Tanya Patterson, Deputy Clerk

Staff Report To Council

From: Vicki McDonald, Manager of Legislative Services/Clerk
Date: September 21, 2026
Report: CL-11-26
Subject: Grey County Compliance Audit Committee

Recommendation

That Report CL-11-26 Grey County Compliance Audit Committee be received for information.

Background

The *Municipal Elections Act (MEA)* requires a municipality to establish a Compliance Audit Committee (Committee) before October 1st of an election year, to review applications related to candidate election campaign finances. The Committee is to be composed of three to seven members who possess qualifications in accounting, auditing, legal, academic or other relative knowledge of the *MEA*'s campaign financing rules.

The *MEA* states that a qualified elector, who believes on reasonable grounds that a candidate or a registered third party has contravened a provision of the *MEA* relating to election campaign finances, may apply for a compliance audit of the candidate's or the registered third party's election campaign finances.

Applications for a compliance audit are submitted to the clerk, who in turn forwards the application to the Committee. The Committee reviews each application to determine whether or not there are reasonable grounds to request an audit. If the request is granted, the Committee appoints an auditor to audit the candidate's finances. Upon completion of the audit, the Committee reviews the auditor's report to determine whether there are contraventions of the *MEA* and whether legal proceedings against the candidate should proceed.

If the auditor's report indicates that there was no apparent contravention of the *MEA* and the Committee finds that there were no reasonable grounds for the application, council is entitled to recover the auditor's costs from the applicant.

The Committee Terms of Reference (ToR) and Rules of Procedure are provided for reference.

Discussion

Beginning with the 2018 Municipal Election, Grey County municipalities established a Joint Compliance Audit Committee to provide access to a broader pool of qualified candidates and to deliver the service in a cost-effective manner. All Grey County member

municipalities have agreed to continue this shared approach for the 2026 Municipal Election.

A recruitment process for Committee members was undertaken seeking qualified candidates. Applications were reviewed by a Selection Committee comprised of clerks from three Grey County municipalities and reference checks completed for the proposed Committee members. The Committee ToR outline the qualifications and criteria considered during the selection process.

Based on the recommendation of the Selection Committee the following individuals will be appointed to the Committee for the 2026 to 2030 council term, under the authority delegated to the clerk through Delegation of Authority By-law 3406-26:

- Bryan Allendorf
- Brenda Booth
- William (Bill) Haldane
- Miranda Lahtinen
- Jerry D. Shaubel

Financial Implications

Appointees to the Committee will be paid a retainer of \$1,000 over the term of their appointment, being \$250 per year, with costs shared equally by Grey County municipalities. The retainer shall cover attendance at a mandatory training session and the review of periodic updates or information supplied by the clerk of a member municipality.

A rate of \$200 for Committee meetings under 4 hours, and \$300 for meetings over 4 hours plus mileage will be paid to Committee members that convene as a Sitting Committee. The per meeting rate shall cover the review of background or agenda materials as required in preparation for a meeting, with the costs of a Committee meeting being borne by the host municipality.

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,

Vicki McDonald
Manager of Legislative Services/Clerk

Sherri Walden
CAO

Grey County Compliance Audit Committee Terms of Reference

1. Definitions

- 1.1 “Act” means the *Municipal Elections Act, 1996*, S.O. 1996, c.32, as amended from time to time;
- 1.2 “Applicant” means an eligible elector who makes an application under Section 88.33(1) of the Act;
- 1.3 “Application” means an application for a compliance audit of a candidate or registered third party, accepted by the Clerk pursuant to Subsection 88.33(2) of the Act and using a form prescribed by the Clerk pursuant to the authority granted by Subsections 88.37(6), 12(1) and 12(2) of the Act;
- 1.4 “Auditor” means a Grey County Compliance Audit Committee-appointed auditor pursuant to Subsection 88.33(10) of the Act;
- 1.5 “Auditor’s Report” means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser;
- 1.6 “Candidate” means the Candidate whose election campaign finances are the subject of an Application;
- 1.7 “Clerk” means the Municipal Clerk or designate;
- 1.8 “Clerk’s Report” is the report of the Clerk to a Sitting Committee that identifies each contributor to a candidate or registered third party who appears to have contravened any of the MEA contribution limits.
- 1.9 “Council” means the Council of each of the member municipalities;
- 1.10 “GCCAC” means the Grey County Compliance Audit Committee being a roster of no more than seven individuals recommended by the Selection Committee and appointed by each Member Municipality;
- 1.11 “Host Municipality” means the Member Municipality who convenes a Sitting Committee to consider a Clerk’s Report or Application;
- 1.12 “Member Municipalities” means all or some of the lower tier municipalities in Grey County participating in the GCCAC;
- 1.13 “Registered Third Party” means the individual, corporation or trade union whose notice of registration has been certified by the Clerk;
- 1.14 “Selection Committee” means the Grey County Clerk, and the Clerks of three Member Municipalities;

1.15 “Sitting Committee” means the three members of the GCCAC convened to consider a particular Clerk’s Report or Application.

2. Mandate

2.1 The Sitting Committee when appointed has full authority pursuant to sections 88.33, 88.34, 88.35, 88.36 and 88.37 of the Act to receive and make decisions on Applications and Clerk’s Reports respecting the 2026 municipal election and any municipal by-elections held during the 2026 to 2030 Council term.

3. Scope of Responsibilities

3.1 The Sitting Committee shall:

	Timeline/Section of the Act
Consider Applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected.	Within 30 days after receipt of the Application - s. 88.33(7), s. 88.35(4)
Provide written reasons for the decision to grant or reject the Applications.	s. 88.33(8) s. 88.35(4)
If an Application is granted, appoint an Auditor to conduct a compliance audit of the Candidate’s and/or Registered Third Parties election campaign finances.	s. 88.33(10) and (11) s. 88.35(4)
Receive the Auditor’s Report.	Within 10 days after receiving the report, the clerk of the Host Municipality shall forward to the Sitting Committee - s. 88.33(14), s. 88.35(4)
Once the Auditor’s Report is received, consider if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate and/or Registered Third Party for the apparent contravention.	Within 30 days of receipt of the Auditor’s Report - s. 88.33(17), s. 88.35(4)

	Timeline/Section of the Act
Receive a Clerk's Report identifying any contributor to a Candidate or Registered Third Party who appears to have contravened established contribution limits.	s. 88.34(4) s. 88.36(4)
Once the Clerk's Report is received, consider the Report and decide whether to commence a legal proceeding against the Contributor for the apparent contravention.	Within 30 days of receipt of the Clerk's Report - s. 88.34(8), s. 88.36(5)

4. Composition

- 4.1 The GCCAC shall be comprised of a roster of up to seven (7) members.
- 4.2 When a Member Municipality receives either a Clerk's Report or an Application, the Clerk (of the Host Municipality) shall, within 10 days, arrange for three GCCAC members to convene a Sitting Committee to consider the Clerk's Report or Application. The selected GCCAC members shall be required to participate in all Sitting Committee meetings and any other proceedings pertaining to the Clerk's Report or Application.

5. GCCAC Selection Criteria

- 5.1 To the greatest extent possible, the GCCAC membership will be drawn from the following groups:
- accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
 - academic – college or university professors with expertise in political science or local government administration;
 - legal; and
 - other individuals with knowledge of the campaign financing provisions of the Act or experience with a formal hearing process.

6. Appointment Process

- 6.1 All applicants will be required to submit an application outlining their qualifications and experience with a cover letter and resume or curriculum vitae.

- 6.2 The Selection Committee shall meet to review all applications received based upon the membership selection criteria and may request interviews with applicants.
- 6.3 The Selection Committee, following the review of applications and any necessary interviews, shall make recommendations for appointment to the Clerk of each Member Municipality. The GCCAC roster shall be appointed by each Member Municipality based on those recommendations.

7. Remuneration

- 7.1 Those persons appointed to the GCCAC will be paid a retainer of \$1,000, prorated (\$250 to be paid annually to each GCCAC member), over the term of their appointment (costs will be shared equally by the Member Municipalities). The retainer shall cover attendance at a mandatory training session and review of periodic updates or information supplied by the Clerk of a Member Municipality. Payment of the retainer does not denote membership on any Sitting Committee.
- 7.2 A rate of \$200 for meetings under 4 hours, \$300 for meetings over 4 hours, plus mileage at the applicable County rate per kilometer will be paid to GCCAC members convening as a Sitting Committee. The per meeting rate shall cover review of background or agenda materials as required in preparation for a meeting (costs will be borne by the Host Municipality).

8. Meetings

- 8.1 All individuals appointed to the GCCAC will be required to participate in a training session as a condition of their appointment.
- 8.2 Meetings shall only be held as needed, according to the following:
 - When a Member Municipality is in receipt of either an Application or Clerk's Report, the Clerk of the applicable Member Municipality shall contact GCCAC members for availability. Three members of the GCCAC will be selected to convene a Sitting Committee.
 - The meetings will be held in a location to be determined by the Clerk of the Host Municipality.
 - Subsequent meetings of the same matter will be held at the call of the Clerk.
 - The Clerk from the Host Municipality shall contact the Sitting Committee members to ensure all are available to attend the said meeting.
 - All time frames established in the Act and regulations shall be adhered to.

9. Rules of Procedure

9.1 Meetings of a Sitting Committee shall be conducted in accordance with the Administrative Practices and Procedures that are established jointly by the Clerks of the Member Municipalities.

10. Costs

10.1 All Member Municipalities shall jointly share all costs in relation to the GCCAC operation.

10.2 The Host Municipality shall pay all costs in relation to a Sitting Committee, including, but not limited to general costs associated with convening the Sitting Committee, remuneration for the Committee Members, costs of any audit, legal costs as may be required, and any legal proceeding as may be applicable.

11. Conflict of Interest

11.1 To avoid a conflict of interest, any auditor or accountant appointed to the GCCAC must not have assisted any candidate or registered third party as a volunteer or for compensation, in the 2026 municipal election or any by-elections during Council's term for any of the Member Municipalities.

12. Records

12.1 The records of Sitting Committee meetings shall be retained and preserved by the Host Municipality in accordance with the Act and that municipality's records retention rules.

Grey County Compliance Audit Committee Rules of Procedure

1. General Rules of Procedure:

1. Definitions and references. In these Rules of Procedure:
 - a) the definitions included in the Grey County Compliance Audit Committee Terms of Reference apply;
 - b) a reference to a Candidate may be read as a reference to a Registered Third Party;
 - c) a reference to the Clerk shall be read as a reference to the clerk of the municipality, or designate, with whom the Candidate filed his or her nomination, or in which the registered third party is registered.
2. These Rules of Procedure may be suspended upon a majority vote of the Sitting Committee.
3. If these Rules of Procedure do not provide for a matter of procedure that arises during the tenure of the Sitting Committee, the practice shall be determined by the Chair in coordination with the Clerk. The Chair may do whatever is necessary and permitted by law to enable the Sitting Committee to effectively and completely decide the matter before it.
4. All meetings of the Sitting Committees are open to the public, although the Committee may retire to deliberate its decision in private.
5. The Clerk shall be responsible for arranging for Legal Counsel to advise the Sitting Committee.
6. A chair shall be elected by members of the Sitting Committee at the beginning of the first meeting of the Committee, who shall act as such for all subsequent meetings of the Sitting Committee. The chair shall have the following duties:
 - a) liaise between the members and the Clerk on matters of policy and process;
 - b) enforce the observance of these Rules of Procedure as well as order and decorum among the participants at all meetings;
 - c) put to a vote all motions, which are moved in the course of the proceedings, and shall announce the result;
 - d) adjourn the meeting when the business of the Sitting Committee is concluded.

7. Each member of the Sitting Committee shall have the following duties:
 - a) to deliberate on the business submitted to the Sitting Committee;
 - b) to be present throughout a hearing;
 - c) to vote when a motion is put to a vote; and
 - d) to respect the Rules of Procedure and any guidelines for Sitting Committee members.
8. A quorum of the Sitting Committee is two (2) members and is required in order to proceed with a meeting. If a quorum is not achieved within 30 minutes of the scheduled start of the meeting, the meeting shall be adjourned to a later date.
9. Meetings of the Sitting Committee may be held virtually, at the discretion of the Host Municipality.
10. Where a Host Municipality has elected to host meetings virtually, the following shall apply:
 - i. Members participating electronically in a meeting shall be counted in determining quorum.
 - ii. Electronic participation shall be permitted in closed meeting discussions.
11. At the beginning of each Sitting Committee meeting,
 - a) the chair will advise those present of the hearing procedures;
 - b) members will be asked if they have a conflict of interest subject to the *Municipal Conflict of Interest Act* in regards to the Application in front of them.
12. All motions will be decided by a majority vote.
13. Motions do not require a seconder to be recognized by the Chair.
14. All communications by the Clerk to the members of the Sitting Committee, Candidate and Applicant will be by email, or regular mail where email is not available.
15. All communications by the Clerk to the public will be by posting to the municipal website.

2. Review of Application for Compliance Audit

1. An Application for a Compliance Audit is filed by an eligible elector in writing with the Clerk:
 - a) The application shall include reasons and supporting documentation why the elector believes on reasonable grounds that a Candidate is in contravention of the Act as it relates to campaign finances.
 - b) The Application must be filed with the Clerk within 90 days after the latest of:
 - i. the Filing Date – March 30, 2027; or
 - ii. the date the Candidate or Registered Third Party filed a Statement, if the Statement was filed within 30 days after the Filing Date
 - iii. The Supplemental Filing Date – September 24, 2027; or
 - iv. The date on which the Candidate's extension granted by the Superior Court of Justice, if any, under subsection 88.23(6) expires.
2. Within 10 days of receiving the Application, the Clerk shall:
 - a) Contact members of the GCCAC and arrange for three members to convene as a Sitting Committee (Section 4.2 of the Terms of Reference).
 - i. the Clerk shall consider the following factors in selecting members for the Sitting Committee:
 1. availability of members,
 2. whether potential members have been appointed to another Sitting Committee – as much as possible, all GCCAC members should be given opportunity to participate on a Sitting Committee,
 3. to avoid potential conflicts of interest, Sitting Committee members shall not be residents or property owners of the municipality in which the Sitting Committee is being convened,

4. The Clerk shall ask if the member has a potential conflict with the application.
- b) Forward the Application to the Sitting Committee.
 - c) Set the time and place of meeting to be held within 30 days of the Sitting Committee receiving the Application.
3. As soon as possible after setting the time and place of the Sitting Committee meeting, the Clerk shall provide notice, in the form of a meeting agenda, to the Sitting Committee, the Applicant, the Candidate and the public.
4. The Applicant and the Candidate (in that order) or their representatives will be permitted to address the Sitting Committee for 5 minutes each. Those addressing the Sitting Committee shall be asked to submit their address in writing.
5. Sitting Committee members will have the opportunity to ask questions of the Applicant and the Candidate.
6. After all parties have spoken, the Sitting Committee will make a decision to either:
 - a) Grant the application for Compliance Audit and appoint an auditor; or
 - b) Reject the application.
7. Pursuant to the Act, the Sitting Committee may choose to deliberate its decision in private.
8. The Sitting Committee may request and receive legal advice regarding any aspect of the Application. The Host Municipality will be responsible for arranging legal counsel to be present at every meeting.
9. The decision of the Sitting Committee shall be in writing, and shall include brief reasons for the decision. The Sitting Committee, in consultation with legal counsel, shall prepare the decision.
10. The decision of the Sitting Committee is public, will be posted publicly with the minutes of the meeting, and will be forwarded to:
 - a) the Applicant, and
 - b) the Candidate

11. As per the Act, the decision can be appealed to the Superior Court of Justice within 15 days after the decision of the Sitting Committee. The Court can make any decision the Sitting Committee could have made.

3. Auditor's Review/Report

1. The Auditor shall conduct an audit of the Candidate's election campaign finances to determine whether he/she has complied with the provisions of the Act and prepare a report outlining whether or not the Candidate was in contravention of the Act.
2. While conducting the audit, the auditor is entitled to have access to all relevant books, papers, documents or things of the Candidate within reasonable hours.
3. The Auditor also has the powers set out in Section 33 of the *Public Inquiries Act*.
4. Once the Auditor has completed his/her report, copies will be forwarded to:
 - a) the Candidate named on the application, and
 - b) the Applicant, and
 - c) the Clerk.
5. The Auditor's report is a public document.
6. The Auditor will be present at the meeting of the Sitting Committee where the report is to be presented to answer any questions.

4. Committee Review and Meeting to Discuss Auditor's Report

1. Within 10 days of receiving the Auditor's report, the Clerk shall:
 - a) set the time and place of the meeting to be held within 30 days of Sitting Committee receiving the report;
 - b) circulate a copy of the report to the Sitting Committee;
 - c) circulate the meeting agenda to the Sitting Committee, Auditor, Applicant and Candidate.
2. The Applicant and the Candidate (in that order) or their representatives will be permitted to address the Sitting Committee for 5 minutes each. Those addressing the Sitting Committee shall be asked to submit their address in writing.
3. Sitting Committee members will have the opportunity to ask questions of the Auditor, Applicant and Candidate.
4. After all parties have spoken, the Sitting Committee will make a decision.
 - a) If the report concludes that the Candidate appears to have contravened provisions of the Act relating to election campaign finances, the Sitting Committee shall decide whether or not to commence a legal proceeding against the Candidate for the contravention.
 - b) If the Sitting Committee decides to commence a legal proceeding, the Sitting Committee shall, in consultation with the Clerk, appoint a prosecutor to carry out same.
5. Pursuant to the Act, the Sitting Committee may choose to deliberate its decision in private.
6. The Sitting Committee may request and receive legal advice regarding any aspect of the Application. The Host Municipality will be responsible for arranging legal counsel to be present at every meeting.
7. The decision of the Sitting Committee shall be in writing, and shall include brief reasons for the decision.
8. The decision of the Sitting Committee is public and will be forwarded to:
 - a) the Candidate named on the application, and
 - b) the Applicant.

9. In accordance with the Act, the decision can be appealed to the Superior Court of Justice within 15 days after the decision of the Sitting Committee. The Court can make any decision the Sitting Committee could have made.

5. Committee Review and Meeting to Discuss Clerk's Report

1. The Clerk shall review the contributions reported on the financial statement submitted by a Candidate to determine whether any contributor, as referred to in the Act, appears to have exceeded any of the contribution limits.
2. As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, the Clerk shall prepare a report identifying each contributor who appears to have contravened any of the contribution limits, and,
 - a) if the contributor's total contributions to a Candidate appear to exceed the limits under the Act, the report shall set out the contributions made by that contributor; and
 - b) if the contributor's total contributions to two or more Candidates appear to exceed the limit, the report shall set out the contributions made by that contributor to all Candidates.
3. The Clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits.
4. The Clerk shall forward each report prepared under subsection (2) to the Sitting Committee.
5. At the time of, or as soon as possible after, forwarding the report to the Sitting Committee, the Clerk shall set the time and place of meeting to be held within 30 days of the Sitting Committee receiving the report.
6. As soon as possible after setting the time and place of the Sitting Committee meeting, the Clerk shall provide notice, in the form of a meeting agenda, to the Sitting Committee, the contributor, the Candidate(s) who received contributions from the contributor, and the public.
7. The contributor or their representative will be permitted to address the Sitting Committee for 5 minutes. Those addressing the Sitting Committee shall be asked to submit their address in writing.
8. Sitting Committee members will have the opportunity to ask questions of the Clerk and Contributor.
9. After all parties have spoken, the Sitting Committee will make a decision whether to commence legal proceedings against the contributor for an apparent contravention of the Act.

- a) If the Sitting Committee decides to commence a legal proceeding, the Sitting Committee shall, in consultation with the Clerk, appoint a prosecutor to carry out same.
- 10. Pursuant to the Act, the Sitting Committee may choose to deliberate its decision in private.
- 11. The Sitting Committee may request and receive legal advice regarding any aspect of the Clerk's Report. The Host Municipality will be responsible for arranging legal counsel to be present at every meeting
- 12. The decision of the Sitting Committee shall be in writing, and shall include brief reasons for the decision.
- 13. The decision of the Committee is public and will be forwarded to the contributor.

Hanover Downtown Improvement Area

MINUTES 2026

8:00am | Thursday August 20, 2026

214 – 10th Street Boardroom

Board Members Present: Jennifer Heerema, Jenn Olivero, Susan Sakal, Ryan Enright
Linda Fidler (Committee Member)

Absent with Regrets: Jess Hastie, Will Shannon

A Moment of Memories for Harold Fleet, as we shared some of our favourite memories from the D.I.A. table. He gave us his time, his insight, helped whenever asked, and he made us laugh ... you will be missed ♥

Convener: Jennifer convened and brought the meeting to order.

Note: No July Meeting

Disclosure of Pecuniary Interest: none noted

Board: 7 max | Quorum: 4

Minutes: Board members received a draft copy of the D.I.A. Board Meeting Minutes of June 18, 2026 for their reference and review.

[emailed to Board, hard copies at the table]

MOTION by Ryan to approve the D.I.A. Board Meeting Minutes of June 18, 2026 as presented, seconded by Jenn, all in favour, ... carried.

[approved copy to Town for Council Packages]

Accounts for Payment:

D.I.A. Codes [21-8300-____]

MOTION by Jenn to approve the D.I.A. Invoices for Payment, Seconded by Susan, all in favour, ... carried.

Expense Codes | 3223 Promo | 3233 Market Fall | 3143 Office | 4126 Admin-C | 3627 CIP top-up/Downtown Plan | 3439 Flowers
Revenue Codes | 0518 Contra Spon/Donation | 0578 Promo/Market

**** NO NEW PAYMENT REQUEST**

[brought forward for tracking purposes]

CIP 2025 Downtown Revitalization: D.I.A. Top Up \$15% with max \$2,000 per business **2026 Budget 3,000**
"Façade / Building / Signage + Accessibility Improvement". Town approves app's, we top-up D.I.A. businesses for Commercial Portion Only. Details from April Marshall upon project completion. DIA Incentive Grant Track **2026: \$3,000** | '25: White Dress \$540 | '24: Ashanti \$210.; LMLR Faç \$900., Brutons Sign \$1,895.40= -\$5.40

MOTION by Jess confirming "the Town approved CIP Downtown Revitalization Grant Program Top Up from the D.I.A. at 15% (max \$2,000 per business) Façade / Building / Signage + Accessibility Improvement applies to the Commercial portions of buildings in our Downtown Improvement Area." **2026 Budget 3,000.**, seconded by Will, all in favour ... carried. April was advised of the above notations. Include with Aug. minutes.

Tracking: Start/End date set for Community Living Part Time (cleaning refuse & debris) Rob at Parks & Rec has been advised: D.I.A. portion covers Hours: early June to mid-September | Town continues as they see fit.

COMMITTEE UPDATES

- **Downtown Plan (MOU)** – Jenn, Jennifer, Harold/Susan (\$10,000 pm't transferred Feb. 19/26) (start details in May 2025 Minutes)
The Town has approved the proposed Downtown Plan. A Grant Application **BCSF Opportunity** – Downtown Plan Collaboration, Approved by D.I.A. Board Email (July 2, 3, 6, 7, & 8) with In Favour and conditions, sent to April and Jelana on July 10, 2026. There is a call to Community Volunteers to assist.

- **Council Report** – Susan shared updates from the August 10th Council meeting: Andrew Wilken will move to CAO on Oct. 13th. There is movement on the 276-10th Street location with a 'vision' approved. The Heritage Square Christmas Tree will be removed in late August, and replaced with a new 18' tree this fall. The Library will do a space needs study after the fall elections. The Town Scavenger Hunt through the DriftScape App is running, through to October 4th. As of Aug. 18th the new water town is operating, with the old one being dismantled. BR&E Report is being shared. The Downtown Bank of Montreal business has moved out, and into their new location at the east end of Town.
Discussion held on possible options for the empty BMO building; the new EH! Bistro; sale of building + turnkey restaurant at the Red House location; and upcoming projects at the Downtown Parkette.
- **E.T.C.D.A.C. Report** – Jenn noted no recent meeting.
- **Market Committee** occasionally – Linda reported there are 60 Market Vendors for the Saturday September 19th Fall Market, and working to include a few more! Blake Wilson, Lisa McEwen, Matt Chittick and the Rocking Boots will entertain back to back 10am to 3pm. Free Balloon Twisting + Face Painting for children, no admission. Councillors will assist in set up, with huge thanks! This is a Promote Downtown Hanover event, with D.I.A. businesses encouraged to set up Sidewalk Sales and pop "Sale" signs in their windows as market attendees are in our Downtown. Linda was thanked for sharing.
- **Downtown Promotions** – A Recap of Events are listed on Agenda | Event Plans under 'Other Business'

Other Business:

1. **Cornfest 2026:** Eight businesses participated, receiving hand-delivered posters for Aug. 7th & 8th Downtown Hanover Cornfest Specials. 2 Free Tickets from our sponsorship went to: Lasting Memories Locker Room and Becker Shoes, drawn from our 8 businesses. Those attending had a great time and enjoyed perfect weather. Susan was a corn-shucker, with a good attendee turnout. Hoping this event grows! Jennifer noted her store was very busy.
2. **Springtime Shop & Win** (6th): All winners photographed and submitted for collages, everyone thrilled to go shopping! 30 visited the office; redeeming info, expiry date of Dec. 31, 2026. Handout will begin 1 week after promo closes in the future, pushing business to submit their ballots asap. These are well received Support Local Promotions, bringing attention to Hanover's Service, Food & Retail businesses.
3. **Parking:** We'll continue to share 'best locations' for business owners, employees, and tenants to park. Note follow-up on the start time to begin tracking for tickets, beginning at 9am, so tickets start at 11am.
Flowers: Fertilizer causing excess weed growth on sidewalks – send request to Public Works.
Watering: Discussion continues on late watering times in Downtown, plus noted several occasions the truck is blocking traffic when it can park next to the sidewalk – we will send a note to the Portal for follow-up as this is both a safety and inconvenience issue easily remedied.
4. **Father's Day BBQ Feast:** Brent Turner is thrilled to host his family! Erin at Hanover Foodland was thanked, and an invoice is on hand. Photo submitted to be posted. Will follow.
5. **Magic On Main** (5th): A list was completed, and recipients notified. Waivers are coming from Canadian Tire, along with packages – to be dispersed upon receipt. The 'Get Lit Kit' is for **new businesses** that are decorating for the first time to join Magic On Main. Yes, we have been tracking! Decorate front/windows on 10th Street, used annually. "46 feet of 200 White Mini LED Lights, White Cord, Suction Cups, Timer + Ex'n Cord" Esite Creations, Kerry Moore School of Dance, Unique Finds, Teenie Tiny Tots, Healthy Computers, Ashanti's, Pita Pit, Grundy Denture, Harriet's, and the White Dress Boutique. Decorate after Nov. 12th. Dale is looking forward to more Lights on Main.

6. **Homecoming 2029:** The first meeting was held in June for the 125th. No recent meeting.
Note: looking for a key Chair Person. Will share when progress begins.
7. **Summer Radio:** 101.7 The One live broadcast from Heritage Square on July 24th announcing winner: "Summer in Hanover" Entertainment Package. We sent in our 'behind the mic' names to Logan Strauss.
8. **Music in the Square 2026:** Saturdays, 11am to 1pm June 13 & 27, July 11 & 25, August 8 & 22.
We have shared all summer long, directing to the Website Page featuring the entertainment.
9. **Fall Décor:** mid Sept. to November 1st to cover the Fall Market (Sept. 19th), Culture Days (end of Sept.), Pumpkin Carving Challenge (Oct. 27-29), Trick or Treat Trail (Oct. 30th), ... we will ask about Corn Stalks and bows, and a possible Fall Décor Package, refer businesses, similar set up for impact!
10. **Market Info:** D.I.A. Dollars 10x\$10 \$100 to hand out to 10 people at the Fall Market to encourage shopping in Downtown ... it is a budget item, discussed, yes. We will have Linda pick up when ready.
11. **Pumpkin Carving Challenge** (6th Annual): Yes, then add pumpkins to Fall Décor. Display Oct. 27 – 30, to ask for Judges for Oct. 29th, ask for prize for winner. D.I.A. promo
Trick or Treat Trail (13th Annual): Friday October 30th D/C posters, labour; T closes road
12. **Hanover's Holiday Shop & Win** (14th): run time Nov. 16-Dec. 12th \$3,000 prizes ? D/C T Radio
13. **Christmas Events:** great discussion on options ... firm up next meeting.
14. **Next Meeting:** Thursday September 17th 8am 214 Boardroom (* Nov.'s on 12th|usually 3rd Thursday)

MOTION to Adjourn: Susan

(9:15 am)



Saugeen Valley Conservation Authority

Minutes – Board of Directors Meeting

Date: Thursday, July 16, 2026 1:00 p.m.
 Location: Formosa Board Room
 Chair: Tom Hutchinson
 Members present: Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin, Dave Myette, Mike Niesen, Sue Paterson, Jennifer Prenger (arrived at 1:15p.m.), Bill Stewart, Peter Whitten, Gregory McLean, Steve McCabe
 Member absent: Moiken Penner
 Staff present: Erik Downing, Matt Armstrong, Ashley Richards, Izabela Polowa, Donna Lacey, Katie Thomas

The meeting was called to order at 1:02 p.m.

1. Land Acknowledgement – read by Sue Paterson

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 #G26-32

Moved by Greg McLean

Seconded by Kevin Eccles

THAT the agenda of the SVCA meeting of July 16, 2026, be adopted as presented.

Carried

3. Declaration of Pecuniary Interest - None

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

4. Adoption of Minutes

Motion #G26-33

Moved by Paul Allen

Seconded by Bill Stewart

THAT the minutes of the Authority Meeting, May 21, 2026, be adopted as circulated.

Carried

5. New Business

Governance

5.1 GM-2026-16: SVCA Program Report

The General Manager/Secretary-Treasurer presented the Program Report, highlighting organizational activities undertaken since the previous meeting. Updates included ongoing

preparations for the provincial conservation authority amalgamation, undertaking of the annual external audit, corporate and financial operations, environmental planning and permitting activities, successful forestry and tree planting initiatives, conservation area and campground operations, water resources and water quality programs, and progress on capital infrastructure projects, including the receipt of provincial grant funding for several water and erosion control initiatives. The Board also recognized Forestry and Lands Manager Donna Lacey for receiving Forests Canada's 2026 Most Valuable Planter Award in recognition of her significant contributions to forest restoration.

Board members thanked the Manager of Environmental Planning and Regulations for establishing a new communication approach with the Amish and Mennonite communities. Directors inquired whether the initiative had been completed and whether it had been successful.

The Manager of Environmental Planning and Regulations advised that a report on the initiative would be presented at a future meeting. He noted that the meetings were worthwhile, fostering greater understanding and improved compliance. He further stated that the in-person communication was valuable in building relationships with the community.

5.2 GM-2026-17: Workplan

The General Manager/Secretary-Treasurer presented an update on the 2026 SVCA Operational Work Plan, highlighting ongoing initiatives across all departments. Key activities include emergency response and planning, human resources and IT policy updates, regulatory mapping, implementation of Bill 23 planning changes, water and erosion control infrastructure planning, flood forecasting initiatives, forestry management, and conservation land projects. Several corporate services, environmental planning, and water resources initiatives have been completed, while the majority of projects remain on schedule or are ongoing, with a small number currently on hold.

5.3 GM-2026-18: 2027 Budget

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

The General Manager/Secretary-Treasurer presented the proposed 2027 draft budget and requested the Board's approval in principle to circulate it to watershed municipalities for a 30-day review and comment period. The Board endorsed a 2.5% increase in municipal apportionment, reduced from the previously endorsed maximum of 9% through cost containment and internal realignment while maintaining all current service levels. The report noted limited working capital reserve capacity affordability.

During discussion, Directors inquired about the Authority's financial planning and future financial strategies in relation to the upcoming amalgamation. The General Manager advised that the transition process has not yet been fully implemented, as members of the new governance structure are still being appointed. He noted that current operations remain unchanged while the

transition is being organized in the background and that the Authority is awaiting further direction and implementation guidance from the Province. General Manager noted that the Board is the governing authority of the Conservation Authority and that the organization cannot operate without a Board in place. Directors inquired about when the new regional Board would be constituted and whether an interim Chair had been appointed. The General Manager advised that an announcement from the Province regarding the appointment of the interim Chair is expected in the near future.

Directors further inquired about the disposition of the Authority's reserves following amalgamation. The General Manager advised that the reserves would be allocated in accordance with their intended purpose and applied through the appropriate allocation process.

Directors inquired whether there was a clear indication of the additional funding required for the 2027–2028 budget compared to 2026–2027. The General Manager explained that the increase in municipal apportionment is attributed to several factors, including the cost-of-living adjustment, which was calculated at 3.17% based on the May-to-May inflation rate, as well as additional funding requirements related to special benefitting projects, which vary year over year.

The Chair called for a recess at 2:35 p.m. The meeting reconvened at 2:45 p.m.

Corporate Services

5.4 CS-2026-10: 2027 Fee Schedule Report

Motion #G26-35

Moved by Paul Allen

Seconded by Bud Halpin

THAT the Board of Directors of Saugeen Valley Conservation Authority approve the amendments to the attached Fee Policy, and approve the following fee schedules to take effect on January 1, 2027:

- *Schedule A – Environmental Planning and Permitting Services*
- *Schedule B – Campground*
- *Schedule C – Forestry Services*
- *Schedule D – Corporate Services*
- *Schedule E – Water Resources*

Carried

The Acting Manager of Corporate Services presented the proposed 2027 Fee Schedules for Board approval. The report recommended amendments to the Fee Policy and approval of the fee schedules effective January 1, 2027. Most fees have been adjusted by approximately 3% to align with the Consumer Price Index and the 2027 budget, while Environmental Planning and Permitting fees remain unchanged due to the provincial fee freeze. The annual review ensures fees remain fair, reflect current service costs, and support the Authority's long-term financial sustainability.

5.5 CS-2026-11: YE Draft 2025 Financials

The Acting Manager of Corporate Services presented the draft 2025 year-end financial statements, highlighting the Authority's overall financial position and departmental variances. The report noted an overall operating surplus driven by favourable results in several program areas, while administration experienced a deficit primarily due to employee separation costs, consultant fees,

and bad debt expenses. The draft financials also identified departmental budget variances and deferred capital expenditures, with the statements remaining subject to final review and audit.

Forestry and Lands

5.6 LAN-2026-06: Varney Conservation Area

Motion #G26-36

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the Board of Directors authorize staff to seek approval of the Ontario Provincial Conservation Agency (OPCA) to proceed with disposal-related works for Varney Conservation Area, including further investigation, due diligence, consultation, reporting, and any other steps necessary to advance the potential disposition of the property.

Carried

The Manager of Forestry and Lands presented a report seeking the Board's authorization to obtain the necessary provincial approvals to continue investigating the potential disposition of the Varney Conservation Area. The report outlined the property's history, previous Board direction to explore disposal options, and recent provincial restrictions requiring authorization before any land disposition can proceed. Staff advised that, subject to receiving approval from the Ontario Provincial Conservation Agency, further due diligence and reporting will continue before any future decision is brought forward to the Board.

Environmental Planning and Regulations

5.7 EPR-2026-07: PO Officer Designations

Motion #G26-37

Moved by Barbara Dobreen

Seconded by Sue Paterson

THAT the Saugeen Valley Conservation Authority appoint SVCA staff member Darcy Frook as an officer and designate her as a Provincial Offences Officer in accordance with Section 30.1 of the Conservation Authorities Act and the 2024 Ministry of Natural Resources Class Designation.

Carried

The Environmental Planning and Regulations Manager presented a report recommending that the Authority appoint Darcy Frook as an Officer and designate her as a Provincial Offences Officer under the *Conservation Authorities Act*. He advised that Darcy met all required qualifications, including completing the necessary compliance training, enabling her to review permit applications and carry out enforcement responsibilities on behalf of the Authority.

Water Resources

5.8 WR-2026-10: Municipality of Kincardine Project Easement Transfer

Motion #G26-38

Moved by Bill Stewart

Seconded by Larry Allison

THAT the Board of Directors endorse the transfer of easements for the Municipality of Kincardine, through Category 2 Agreement negotiations for the Campbell Erosion Control Project, the Inverhuron Flood Control Project, the Kincardine Gabion Wall Project, the Kincardine Township Erosion Control Project, the Penetangore River Diversion, the Penetangore Slope Stability and Erosion Control Project, and the Riggens Erosion Control Project.

Carried

The Water Resources Manager presented a report updating the Board on the transfer of easements for several flood and erosion control infrastructure projects within the Municipality of Kincardine. She explained that, following the Municipality's decision not to enter into Category 2 Agreements, staff worked with municipal representatives and legal counsel to finalize an alternative approach through easement transfers. The Board was asked to endorse the transfer of easements for seven Kincardine projects, with the next steps being completion of the legal documentation and transfer process.

Directors inquired whether the transfer of easements would have any negative impact on ongoing projects and how responsibility will be assumed for these projects. Directors sought clarification on whether the proposed easement transfers were primarily a transfer of project management responsibilities back to the parties responsible for or benefiting from the works, rather than a transfer of ownership. The Manager of Water Resources advised that ownership of the projects varies and may involve private landowners, the SVCA, and the Municipality of Kincardine.

6. Correspondence – Received

7. Closed Session

Motion #G26-39

Moved by Steve McCabe

Seconded by Kevin Eccles

THAT the Authority move to Closed Session, In Camera to discuss matters related to identifiable individual(s), litigation or potential litigation; and to discuss matters related to the proposed or pending acquisition or disposition of land and FURTHER THAT Erik Downing, Ashley Richards, Donna Lacey and Izabela Polowa remain in the meeting.

Carried

8. Other business

8.1 Reserve Use

Motion #G26-40

Moved by Bud Halpin

Seconded by Bill Stewart

THAT the SVCA Board of Directors approve the use of approximately \$265,000 of working capital reserve funds, to address business costs that exceed approved administrative operating budgets in 2025, as discussed in closed session.

Carried

9. Adjournment

With no further business to discuss, the meeting was adjourned at 4:11p.m. following a motion by Paul Allen and seconded by Sue Paterson.

Tom Hutchinson
Chair

Izabela Polowa
Recording Secretary

Grey County Council and Committee of the Whole Highlights

Grey County Council met on September 10, 2026, in the Council Chamber. 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](#)

County Council

- Council accepted the minutes of the August 13 County Council and Committee of the Whole meetings. [Council Committee](#)
- Council accepted the closed meeting minutes from the August 13 Committee of the Whole meeting and the August 20 Special Committee of the Whole meeting.
- Staff provided a verbal update noting Grey Roots Museum and Archives will be closed from September 15 to October 14 while a portion of the roof is replaced. During this period, the museum building, exhibits and public programming will not be accessible. [Media Release](#)
- Staff shared information about Long-Term Care Engagement Day which is happening on September 18. Grey County will host open houses at Grey Gables, Rockwood Terrace, and Lee Manor. [Media Release](#)

Committee of the Whole

- Council heard a delegation from Judi Smelko of the Saugeen Preservation Society regarding aggregate policies. Ms. Smelko provided an overview of existing gravel pit and quarry licenses, current policies, and concerns about future expansion as the demand for aggregate materials grows. The delegation asked Grey County to start reviewing its aggregate policies before the scheduled 2027 Official Plan review. Council passed a motion directing staff to prepare a report on an aggregate policy review. [Presentation Supporting Information](#)
- Council received a report on Grey County's proposed response to provincial regulatory changes associated with the reduction of Ontario's 36 conservation authorities to nine regional organizations. County comments focused on maintaining local representation, municipal accountability, and effective governance. [Report](#)
- Council supported changes to the Councillor Conference and Seminar Policy. The updates give councillors more flexibility in choosing conferences, seminars, and other professional development opportunities. The updated policy also changes the current meal allowances to an expense reimbursement model. [Report](#)
- Council supported Official Plan Amendment 28, which changes the land designation for property in West Grey north of Mount Forest to allow for the expansion of the local industrial park. The amendment will permit the expansion of Viking-Cives and the relocation of Yardistry. [Report](#)
- Staff and councillors provided a verbal summary of a productive AMO Conference in August which included two delegations provincial ministries and multiple days of conference programming.

Staff Report To Council

From: Jamie McCarthy, Director of Public Works
Date: September 21, 2026
Report: PW-18-26
Subject **Development and Engineering Guidelines**

Recommendation

That Report PW-18-26 Development and Engineering Guidelines be received for information; and

That council adopt the Development and Engineering Guidelines.

Background

At the July 13, 2026, council meeting, Report PW-14-26 detailed the proposed Development and Engineering Guidelines (Manual). At the meeting it was noted that the manual should be reviewed by the Planning Advisory Committee (PAC) prior to approval, therefore the Manual was provided to the PAC at the September 9th meeting where it was reviewed by committee members. Staff did not receive any additional recommendations at that meeting that facilitated edits from the original version.

The intent of the 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 of Hanover (Town).

This Manual has been completed by using established engineering best practices and incorporating traditional in-house standards to create the Manual attached. It has been internally reviewed by building, public works, planning and the parks, recreation and culture departments as well as the Planning Advisory Committee.

Over the coming decades, the Town is anticipated to experience strong population and employment growth and has recently undergone a significant municipal land expansion of 1,600 acres 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, it is recommended that development proceeds 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 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 as these are 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

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
Director of Public Works

Concurrence,

Sherri Walden
CAO

Andrew Wilken
Incoming CAO

TOWN OF HANOVER

Municipal Development and Engineering Guidelines

Version 1

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LIST OF APPENDICES

Appendix "A" – Typical Urban Cross Section

Appendix "B" – Typical Collector Cross Section

Appendix "C" – Typical Industrial Cross Section

Appendix "D" – Typical Rural Road Cross Section

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.

Once the submission is deemed complete, a Public Meeting will be scheduled, and notice of the Public Meeting will be circulated to the applicable agencies, municipal departments, community organizations, and neighbouring property owners in accordance with the *Planning Act R.S.O. 1990, c. P.13*. The circulation provides an opportunity to review the application, provide comments, and identify any issues or concerns to be considered as part of the planning review process.

Staff will work with the applicant to review and, where appropriate, address any concerns or recommendations received through the circulation process. A comprehensive staff 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 Planning Application Process

1.30.1 Draft Plan Approval Application

Pre-consultation shall include discussion with:

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

1.30.2 Site Plan Application

Pre-consultation for Site Plan Approval includes discussions with:

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

1.30.3 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.

1.30.4 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.

1.30.5 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 ENGINEERING 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 they have 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.
- Enbridge/Union 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 a different location 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 Muncipex 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 Consolidated Linear Infrastructure Environmental Compliance Approval (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 Ministry of the Environment, Conservation and Parks (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, Saugeen Valley Conservation Authority (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 Force mains 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 Force mains for Alternations Authorized under Environmental Compliance Approval”, as prepared by MECP.

6.5 LOCATION

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 placed 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 modoloc 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 Storm Water Management Facility (SWMF) 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 (Oil Grit Separator), 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 and 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

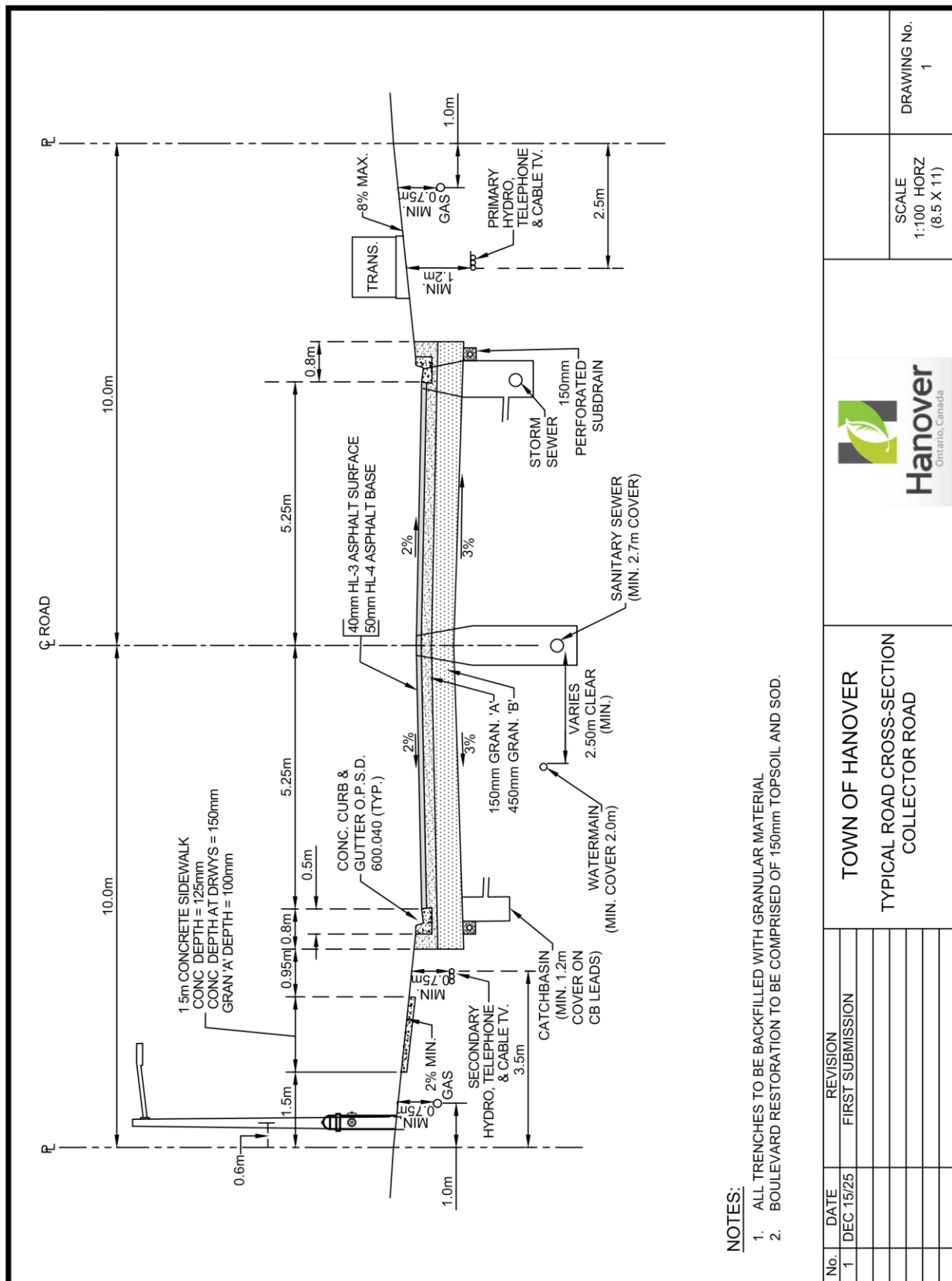
The Town shall not be liable for any costs arising out of the construction of services except potentially the oversizing of the works are required for future development. The Town may pay the marginal cost of any requested oversizing of stormwater collection works and appurtenances beyond an increase 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.

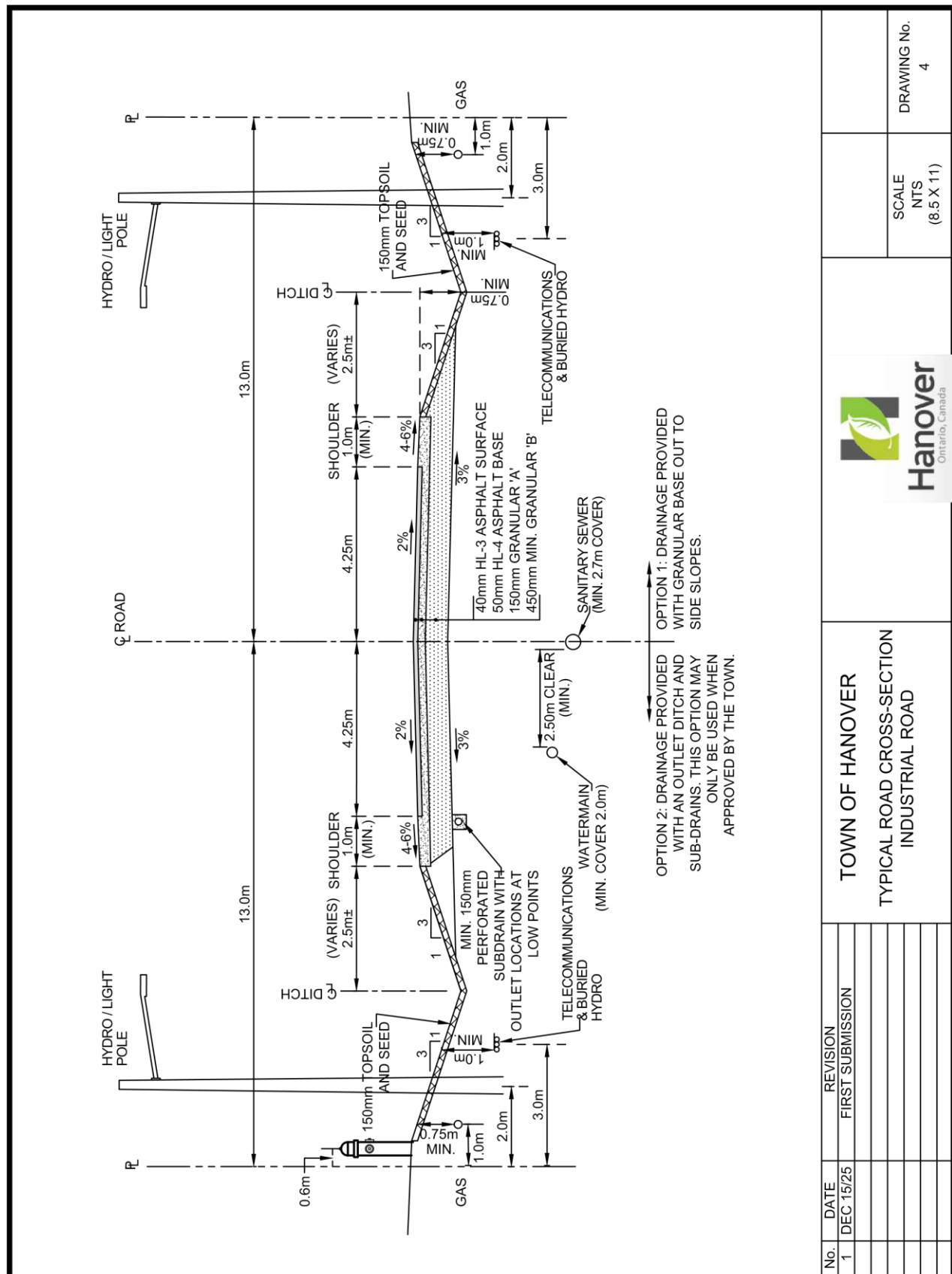
APPENDIX “A”

Typical Urban Cross Section



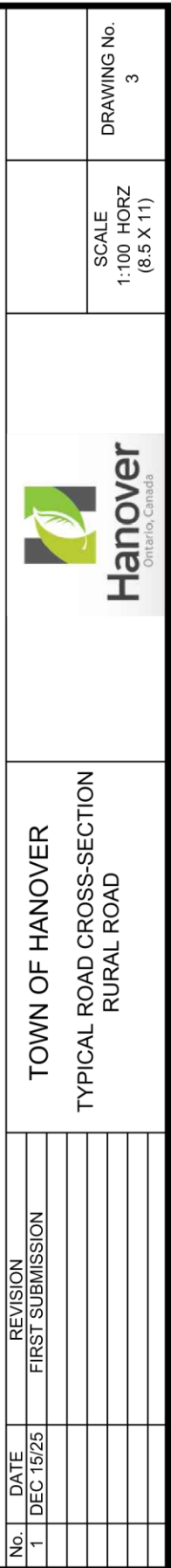
APPENDIX “B”

Typical Collector Cross Section



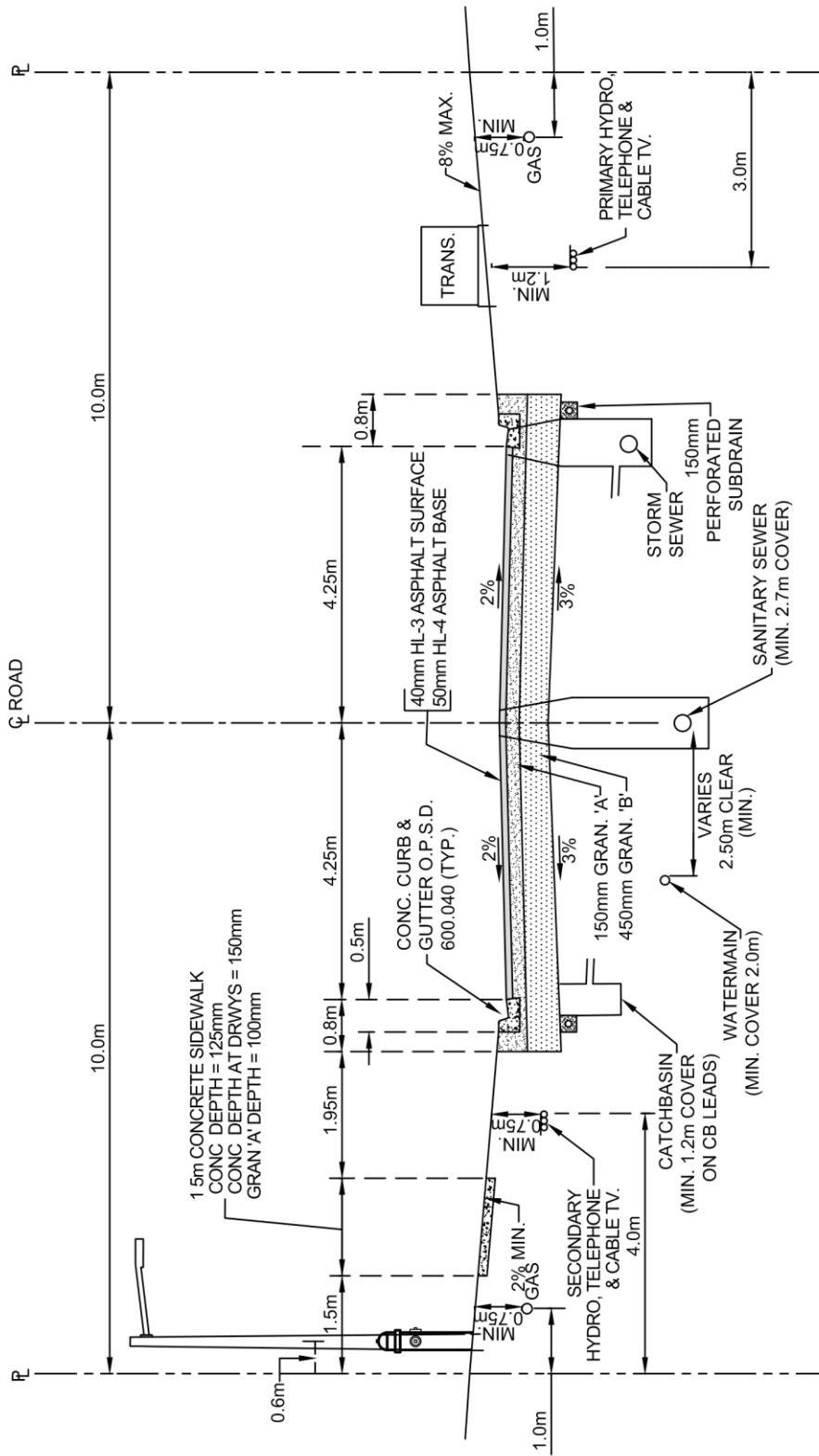
APPENDIX “C”

Typical Industrial Cross Section



APPENDIX “D”

Typical Rural Road Cross Section



- NOTES:**
- ALL TRENCHES TO BE BACKFILLED WITH GRANULAR MATERIAL
 - BOULEVARD RESTORATION TO BE COMPRISED OF 150mm TOPSOIL AND SOD.



TOWN OF HANOVER
TYPICAL ROAD CROSS-SECTION
URBAN ROAD

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

External Areas

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.

PLANNING ADVISORY COMMITTEE MINUTES

Wednesday, September 9, 2026 | 4:03 pm
Saugeen Room and Zoom with OWL device

MEMBERS PRESENT	Brandon Koebel, Councillor (Virtual) Mark Ebert Terry Leis Tony Diaco (Virtual)
OTHERS PRESENT	Andrew Wilken, Secretary-Treasurer Sue Paterson, Mayor Sherri Walden, CAO Sandeep Josan, Deputy Secretary Treasurer Jamie McCarthy, Director of Public Works
REGRETS	Tim Norwood Keith Hopkins
DISCLOSURE OF PECUNIARY INTEREST	None
DELEGATIONS	Brandon Almeida, Emilia Koc (853 24 th Ave)

Appointment of Chair

The Secretary-Treasurer called for nominations from the floor for the position of Chair.

Moved by TERRY LEIS / Seconded by TONY DIACO

That Mark Ebert be nominated for position of Chair.

The Secretary-Treasurer called for nominations a second and third time. The Secretary-Treasurer congratulated Mark Ebert on his appointment to Chair.

The Secretary-Treasurer stated that in the absence of the chair through illness or otherwise, the Committee will appoint another member to act as acting chair, as per the *Planning Act*.

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

Moved by TONY DIACO / Seconded by TERRY LEIS

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

CARRIED

2. Business arising from Minutes

The Secretary-Treasurer provided updates on matters previously discussed by the Committee. Minor Variance Application No. A4-26, for the construction of an attached garage, was approved, and the building permit has since been issued. The Consent Application for Teeswater Concrete 2021 Ltd. was also approved, and the applicant is currently in the process of fulfilling the consent conditions.

3. Official Plan Update

The Secretary-Treasurer advised the Committee that an Official Plan Update Report was presented to council on July 13, 2026. The Planning Advisory Committee is part of the Official Plan Update Steering Committee, and a meeting is expected to be scheduled in early October to discuss the long-term phase of the Official Plan Update.

4. 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 in December 2026. Once the draft is ready, it will be presented before the committee.

5. Minor Variance Application, A5-26, Steven Knutson----- 385 13th Ave

The Secretary-Treasurer provided an overview of Minor Variance Application A5-26, advising that the owner is proposing to expand an existing detached garage. The existing garage is approximately 600 sq. ft., and the owner is proposing to

increase its size to approximately 875 sq. ft. As a result, relief from the Zoning By-law is required to permit an accessory structure exceeding 600 sq. ft. The property is zoned R1.

The proposed expansion will utilize the existing setbacks, and no changes to the setbacks are proposed. The property also contains an existing shed of approximately 160 sq. ft., resulting in a total accessory structure area of approximately 1,035 sq. ft. The proposed garage complies with the applicable Zoning By-law requirements for setbacks and height. The Committee members raised several concerns, and Secretary-Treasurer provided clarification and responses to the questions raised. Committee members were made aware the application has not yet been through the issuing of notices and therefore no neighbouring comments were received. The applicant advised to staff that they spoke to immediate neighbours whom have no concerns. Submitted comments will be received prior to Committee of Adjustment meeting.

Moved by TERRY LEIS / Seconded by TONY DIACO

That the Planning Advisory Committee recommend to Committee of Adjustment that they have no objections to the approval of Minor Variance Application No. A5-26.

CARRIED

6. **Zoning Bylaw Amendment Application, Z2-26, Skydev Hanover GP Inc.-----
---853 24th Ave**
7. **Site Plan Agreement Application, Skydev Hanover GP Inc.-----853 24th Ave
(presented together as one application)**

The Secretary-Treasurer explained that the proposed development consists of one (1), six (6) storey, eight seven (87) unit apartment building located at the northwest corner of the site, with 140 parking spaces. On the east side of the property, a townhouse development consisting of 20 townhouse blocks, ranging from four to six units per block, is proposed, for a total of 90 townhouse dwelling units. The southwestern portion of the site, also known as 741 24th Avenue, is reserved for future commercial use. An internal circulation route is proposed through the site, connecting 19th Street to the west and 25th Avenue to the south. The overall development is proposed to be completed in phases, with construction of the apartment building forming Phase 1, followed by the townhouse development in Phase 2. The entire development is proposed to operate as a 'private' development.

The subject lands are zoned Large Format Commercial (C3), Future Development (D), and Hazard (H) under the Town of Hanover Zoning By-law. The application seeks to introduce site-specific provisions to the C3 zone to permit a maximum building height of 20 metres for the proposed apartment building (current zone allows for a maximum 12 m) and to rezone the eastern portion of the site to Residential Type 4 (R4) from Future Development (D) to facilitate the construction of the proposed townhouse development. The portion of the site zoned Hazard (H) will remain unchanged. The Official Plan does not require any amendments as part of this application as those Future Development (D) lands are designated Residential within the current Town of Hanover Official Plan. The Secretary Treasurer informed the Committee that the background studies including Planning Justification Report, Transportation Impact Assessment, Functional Servicing Report & Stormwater Management Plan, Vegetation Management Plans, Architectural Plans, Phase 1 ESA report have already been completed in advance. Most of such study work will be utilized for developing the specific terms in relation to the site plan control agreement.

Furthermore, the application proposes to permit an apiary (rooftop beehives), ground-mounted solar panels and wind turbines, as well as solar panels attached to or mounted on buildings and parking structures on the site. The parking lot would have 16 EV chargers. Staff indicated that provisions regarding the size of the apiary on the roof will need to be considered within the zoning amendment.

A delegation from Skyline Developments provided a presentation outlining the Skyline projects undertaken in various communities across Ontario.

Tony Diaco expressed concerns regarding the traffic study and its findings, noting that the morning peak-hour traffic volumes appeared to be low. Brandon Almeida from Skyline responded that the Transportation Impact Study was prepared by Paradigm and completed earlier in 2026. Skyline subsequently reviewed the study and confirmed its findings, concluding that traffic control signals are not required at the intersection of 24th Avenue and 19th Street/Site Access. Diaco also asked about the proposed commercial parcel adjacent to the subject property. Skyline clarified that the proposed commercial parcel is not currently part of the development proposal, however it is intended to remain as commercial space and are not intending to proposal residential on this parcel.

Councillor Koebel expressed concerns regarding the proposed rental rates and whether affordability would be a factor. He also asked what would attract residents to the proposed apartments. Brandon Almeida responded that, in addition to the residential units, the development would provide amenities and opportunities for community activities intended to enhance the attractiveness of the development to prospective residents.

Councillor Koebel queried communal green space and dedicated park space, noting the lack of park or open space in the area. Concerns were also raised regarding the existing community trail that runs along the property and near its northern corner.

The Secretary-Treasurer advised that parkland dedication would be addressed through the Site Plan Control Agreement, at which time it would be determined whether a parkland dedication or cash-in-lieu of parkland would be appropriate. It was noted that there is an appetite for parkland area on the eastern quadrant of Town. Staff also discussed the potential for connecting the existing trail system to the subdivision in the future. Municipal staff are working with the appropriate authorities (SVCA) to explore the possibility of establishing this trail connection in the future, however this would take time.

Councillor Koebel expressed concerns regarding the proposed building height, noting that the subject property is situated at a higher elevation and that the resulting building height could appear significant. It was requested that for public meeting regarding the zoning bylaw amendment that the owner provide some street scape imagery/illustrations to assist in understanding the overall height with respect to surrounding area.

Mayor Paterson queried whether the proposed development would provide a connection to the Bren Lea subdivision. The developer confirmed that it would be the second entry to the private development. Staff confirmed that the intention in past subdivisions and land use design that there was a connection to BrenLea. Staff also mentioned that comments from Emergency Services require two (2) entry points to the development.

The Secretary-Treasurer advised that the proposed development would not have an impact on Grey Road 28 as a result of the Town assuming the road. The Secretary-Treasurer also noted that the site plan identifies a connection to 25th Avenue, which would provide connectivity to the Bren Lea subdivision as part of Phase 2 of the development.

The mayor also said that the installation of traffic signals at the intersection of 14th Street would be important. Staff indicated that there is regard for signaling at 24th Ave and 19th St. and that if not justifiable at this time, future need for signaling still likely may increase safety at the intersection.

Terry Leis queried potential solar glare affecting traffic, particularly in relation to the proposed solar panels incorporated into carport structures within the parking areas. Almeida responded that the solar panels would be adjustable and would not be expected to create traffic glare concerns. It was also noted that buffering measures could be incorporated to further mitigate any potential concerns,

however this would be through Site Plan Control. Mark Ebert had concerns related to snow removal and snow storage, however was considered by the developer in their design which has a storage area.

The applicant explained that the proposed rooftop apiary would be incorporated as a sustainability feature of the development, supporting pollinators and local biodiversity.

Moved by TERRY LEIS / Seconded by TONY DIACO

The Planning Advisory Committee recommends that Council that they have no objections to the approval of Zoning Bylaw Amendment application Z2-26.

CARRIED

8. Town of Hanover Municipal Development and Engineering Guidelines

The secretary-treasurer reviewed the manual that provides guidance to developers, consultants and the general public through the Town's development approval process. After good discussion it was than;

Moved by BRANDON KOEBEL / Seconded by TERRY LEIS

That the Planning Advisory Committee recommend to Council that they have no objections to the approval of Town of Hanover Municipal Development and Engineering Guidelines.

CARRIED

9. Environmental Considerations

The Secretary-Treasurer advised the Committee that Zoning bylaw amendment application Z2-26 requires a Site Plan Agreement, through which the environmental considerations would be addressed.

10. Correspondence

None

11. New Business

The Secretary-Treasurer provided an update to the Committee regarding ongoing building and development occurring throughout the Town.

12. Adjournment

Moved by KEITH HOPKINS

That the meeting now be adjourned at 5:08 pm

Chair, Mark Ebert

Secretary-Treasurer, Andrew Wilken



JOINT HEALTH & SAFETY COMMITTEE MINUTES

Thursday, September 10, 2026 | 1:00pm

Fire Department | Boardroom

PRESENT

Jeff Dentinger, Rob McIntosh (Chair), Andrew Dippel, Sean Bryant, Ken Campbell, Zach Smith

OTHERS PRESENT

Melissa Hilgendorff

REGRETS

1. WELCOME

Rob welcomed everyone to the meeting.

2. ADOPTION OF JUNE 4, 2026 MINUTES

Moved by Ken Campbell; Seconded by Sean Bryant

CARRIED

3. ADOPTION OF DEPT-SPECIFIC JHSC MINUTES

3.1 Fire Department – June 2026

3.2 PRC – August 2026

Moved by Zach Smith; Seconded by Andrew Dippel

CARRIED

4. BUSINESS ARISING

4.1 Hearing Conservation Program

Requests for baseline hearing test completion have been issued to all applicable staff groups. Testing remains outstanding for approximately 10 staff across various departments.

4.2 P&H Centre Drinking Water

Rob received pricing and information from Culligan representatives for alternative drinking water treatment options. A change is not warranted based on cost-benefit analysis.

Source water was tested on September 1, 2026 prior to it running through the water softener, along with repeat testing of previous locations, and testing of the new water bottle filling station. Sodium levels are low prior to moving through the softener. Readings for water that has passed through the softener are now slightly lower than those completed in March 2026 and fall within recommended aesthetic levels. JHSC deemed this discussion item resolved.

4.3 Self-Contained Breathing Apparatus (SCBAs)

Ted Knapp advised that the Water/Wastewater department does not regularly use SBCAs, though having them is considered a good practise where chlorine gas is stored on site. Ted is exploring replacement of current SCBAs and the implementation of related program measures. SCBAs are not required for confined spaces water/wastewater staff currently enter, as they are managed through non-entry rescue and ventilation procedures.

Rob reported that his research did not identify the requirement for SCBA's to be on site at the P&H Centre. The committee discussed the associated requirements and risks of maintaining SCBAs and concurred that the existing units should be removed from the site. In addition to existing safety protocols for chlorine tank changes, PRC staff will notify Fire Department personnel prior to tank changes so first responders can be available if required.

SCBA's are not used or present in the Roads department.

Jeff noted that maintaining SCBAs requires a comprehensive compliance program to support their safe and effective use. Program requirements include, but are not limited to:

- Regular inspection and testing
- Air cylinder maintenance and exchange requirements
- Fit testing and requirement for staff to maintain a clean-shaven face
- Training on use, maintenance, donning and doffing procedures
- Written procedures and documentation
- Compliance with applicable respiratory protection requirements

This information will be shared with Ted for consideration. An update will be shared at the next quarterly meeting.

4.4 Naloxone Kits

The committee revisited discussion around naloxone kits in municipal facilities. PRC also discussed the matter at its August departmental JHSC meeting. As determined at the previous meeting, staff may voluntarily obtain, carry, and receive training in the administration of naloxone by personal choice. This would not form part of an employer-administered naloxone program.

5. **INSPECTION REPORTS FOLLOW-UP**

5.1 The committee reviewed the status of monthly inspections and corrective actions. No trends were identified.

5.2 JHSC reviewed the recent and upcoming parachute inspection schedule and provided the following status update.

MONTH	LOCATION	JHSC	STATUS
January	Civic Facilities	Ken	Completed March 2026
February	Parks & Recreation	Jeff	Complete
March	Public Works	Zach	Complete

April	Fire	Andrew	Completed May 2026
May	Civic Office	Sean	Complete
June	Water/Wastewater	Rob	Complete
July	Civic Facilities	Jeff	Pending reschedule
August	Parks & Recreation	Ken	Complete
September	Public Works	Sean	
October	Fire	Rob	
November	Civic Office	Zach	
December	Water/Wastewater	Andrew	

6. QUARTERLY H&S SHOUT OUT SELECTION

6.1 Not applicable.

7. INCIDENT REPORTS

7.1 Incident reports were reviewed. No trends were noted.

Melissa discussed an additional incident that occurred after distribution of the agenda package related to a back strain.

8. ITEMS FOR DISCUSSION AND INFORMATION

8.1 2026 Health & Safety Budget Status

Melissa provided an update on budget status.

8.2 Health & Safety Training

8.2.1. JHSC Recertification – No updates applicable.

8.2.2. JHSC Certification – No updates applicable.

8.2.3. Working at Heights – No updates applicable.

8.2.4. Health & Safety for Leaders – The new Aquatic Coordinator is scheduled to complete the course in November.

8.2.5. First Aid – A full certification course is scheduled for October 2026 for approximately 20 staff across departments.

8.2.6. Elevated Work Platforms (EWP) – 12 staff from Public Works and PRC are scheduled to attend training across November 18 & 19, 2026.

8.2.7. Confined Space Entry – 7 staff from Public Works and Water/Wastewater completed the training on June 16, 2026.

9. NEW BUSINESS

9.1 Policy & Procedure Review

9.1.1. JHS-009(G) Refusal of Unsafe Work – Minor updates were reviewed and approved. Melissa will forward to the CAO for approval.

JHS-009(F1) Refusal of Unsafe Work – JHSC confirmed no updates are required.

- 9.1.2. JHS-007(G) Employee Incident & Accident Reporting – Minor updates were reviewed and approved. Melissa will forward to the CAO for approval.

JHS-007(F1) Employee Incident & Accident Report – JHSC confirmed no updates are required.

9.2 Other

- 9.2.1. Air Quality Guideline – Sean and Rob spoke to the committee about development of an air quality guideline given increased instances of wildfire smoke and other factors impacting air quality. Melissa will draft a guideline for committee review at the next meeting.

- 9.2.2. JHSC Membership Update – Zach will be departing from the Town and this will be his final meeting with the JHSC. Recruitment of a new worker representative will be forthcoming. The committee noted continued representation from the Water/Wastewater department would be beneficial.

10. REVIEW OF H&S GOALS & OBJECTIVES

The JHSC reviewed the goals and objectives for 2026 and provided the following progress updates:

Objective	Timeline	Status/Progress
1. Review, update and sign Corporate Health & Safety Policy Statement. (Priorities 1 & 3)	1 st Quarter	Complete
2. Review and update Workplace Violence & Harassment Policy. (Priorities 1 & 3)	1 st Quarter	Complete
3. Ensure H&S Board content is maintained and updated as required. (Priorities 2 & 7)	Ongoing	In Progress / Ongoing
4. Arrange and provide a Health and Safety / Wellness Seminar for staff. (Priority 5)	4 th Quarter	In Progress
5. Maintain an effective communication strategy using Staff Connections, staff memos, management and department meetings, the Intranet, H&S Boards, etc. (Priorities 2 & 7)	Ongoing	In Progress / Ongoing
6. Identify and address trends in incidents and monthly inspections. (Priorities 4 & 6)	Ongoing	In Progress / Ongoing

7. Monitor and review existing policies and standard operating guidelines according to the established schedule, and develop new guidelines as needed that are standardized for use by all departments, where possible. (Priorities 2 & 3)	Ongoing	In Progress / Ongoing
8. Support occurrence of regular “tool box talks” and/or health and safety discussions at monthly departmental meetings, with documentation of discussions and signoffs as required. (Priorities 2 & 3)	Ongoing	In Progress / Ongoing
9. Submit Health & Safety Shout-Outs for inclusion in Staff Connections where there is a significant health and safety achievement, initiative, or event that merits special recognition. (Priority 2)	Quarterly	In Progress / Ongoing
10. Have JHSC members attend workplace inspections on a regular basis to ensure consistency in approach and thoroughness of inspection activities (Priority 6)	Ongoing	In Progress / Ongoing
11. Arrange Workplace Investigations Training through Wellnet for all JHSC members, managers and supervisors. (Priority 5)	3 rd Quarter	In Progress
12. Review and provide input into department/facility-specific safety-related procedures, as developed. (Priority 3)	As developed	In Progress / Ongoing
13. Implement and maintain JHS-013(G) Hearing Conservation Program for implementation including hearing testing for applicable staff and new hires. (Priorities 1 & 3)	4 th Quarter	In Progress

11. UPCOMING IMPORTANT DATES

11.1 Schedule of Quarterly Meetings

11.1.1. Thursday, December 10, 2026 at 1:00pm | P&H Centre - Boardroom

12. ADJOURNMENT – The meeting adjourned at 1:50pm.

Moved by Zach Smith; Seconded by Andrew Dippel

CARRIED

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3415-26

A By-law to adopt Amendment No. 7, to the Town of Hanover official Plan.

The Council of the Town of Hanover, in accordance with the provisions of Section 17 and 21 of the Planning Act, R.S.O. 1990, c.P.13, as amended, hereby enacts as follows:

1. Amendment No. 7 to the Town of Hanover Official Plan is hereby adopted.
2. The Clerk is hereby authorized and directed to submit Amendment No. 7, together with the required record, to the County of Grey Planning and Development
3. This by-law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED this 21st day of September 2026.

Susan Paterson, Mayor

Vicki McDonald, Clerk

AMENDMENT NO. 7
TO THE
TOWN OF HANOVER
OFFICIAL PLAN

AMENDMENT NUMBER NO. 7
TO THE
TOWN OF HANOVER
OFFICIAL PLAN

**AMENDMENT NO. 7
TO THE TOWN OF HANOVER
OFFICIAL PLAN**

PART A - THE PREAMBLE

**Purpose
Location
Basis**

PART B - THE AMENDMENT

**Introductory Statement
Details of the Amendment
Schedule A-7**

PART C - THE APPENDICES

**AMENDMENT NO. 7
TO THE TOWN OF HANOVER
OFFICIAL PLAN**

THE CONSTITUTIONAL STATEMENT

PART A - THE PREAMBLE does not constitute a part of this Amendment.

PART B - THE AMENDMENT consisting of the following text and Schedule A-7 constitute Amendment No. 7 to the Town of Hanover Official Plan.

PART C - THE APPENDICES attached hereto do not constitute part of this Amendment. The appendices contain planning considerations and public involvement associated with this Amendment.

AMENDMENT NO. 7 TO THE TOWN OF HANOVER OFFICIAL PLAN

PART A - THE PREAMBLE

PURPOSE

The purpose of this Amendment is to provide relief from the site-specific policy in Section D.7.4.11, which requires a minimum industrial lot area of 8 hectares, and to recognize the creation of a 2.4-hectare vacant industrial lot through the consent process on the subject lands municipally described as 341076 Grey Road 28.

LOCATION

The lands subject to this amendment are described as Part of Lot 4, Concession 2, North of the Durham Road and Part of Lot 5 judges Plan 55 and EXP, Parts 1 and 2 Plan GS100261, Parts 6 and 7, RP 16R 9565, Parts 1 to 3 RP 16R 10652, Town of Hanover, as shown on Schedule A-7 attached.

BASIS

The subject lands are located within the Industrial Area on the northwest side of the Town of Hanover. The property is currently designated Industrial and Electric Utilities under the Town of Hanover Official Plan Amendment No. 3. The lands comprise approximately 10.5 hectares and are traversed by a hydro easement running on a slight diagonal across the property, effectively bisecting the lands. The property recently underwent the consent process to create a 2.4-hectare vacant industrial lot. The existing business will continue to operate on the retained parcel.

The Hanover Official Plan contains a site-specific policy, Section D.7.4.11, applicable to the industrial lands, which states that: "Notwithstanding Section D7.3, the following applies to those lands designated industrial and referencing Section D7.4.11 on Schedule A"

- a) Development shall only be permitted on a property having a minimum lot area of 8 hectares. This may require an assembly of smaller lots. The intent of this policy is to encourage large manufacturing operations to establish in this area of Town. The development of a smaller lot on an infilling basis may be given through an amendment to this Official Plan, provided the development is justified to the satisfaction of the Town"

The presence of the hydro easement creates a natural division between the proposed and retained parcels. As buildings and structures cannot be constructed within the easement, it provides a clear physical separation between the two parcels and supports their independent use and development.

The proposed lot represents a good infill opportunity for future industrial development, utilizing an existing parcel within the established industrial area.

The development of the vacant lot would support the efficient use of existing industrial lands and contribute to the continued growth and diversification of the Town's industrial land base.

PART B – THE AMENDMENT

INTRODUCTORY STATEMENT

All of this part of the document entitled PART B – THE AMENDMENT consisting of the following text and schedule constitutes Amendment No. 7 to the Town of Hanover Official Plan.

DETAILS OF THE AMENDMENT

The Town of Hanover Official Plan is hereby amended as follows:

1.0 Map Changes

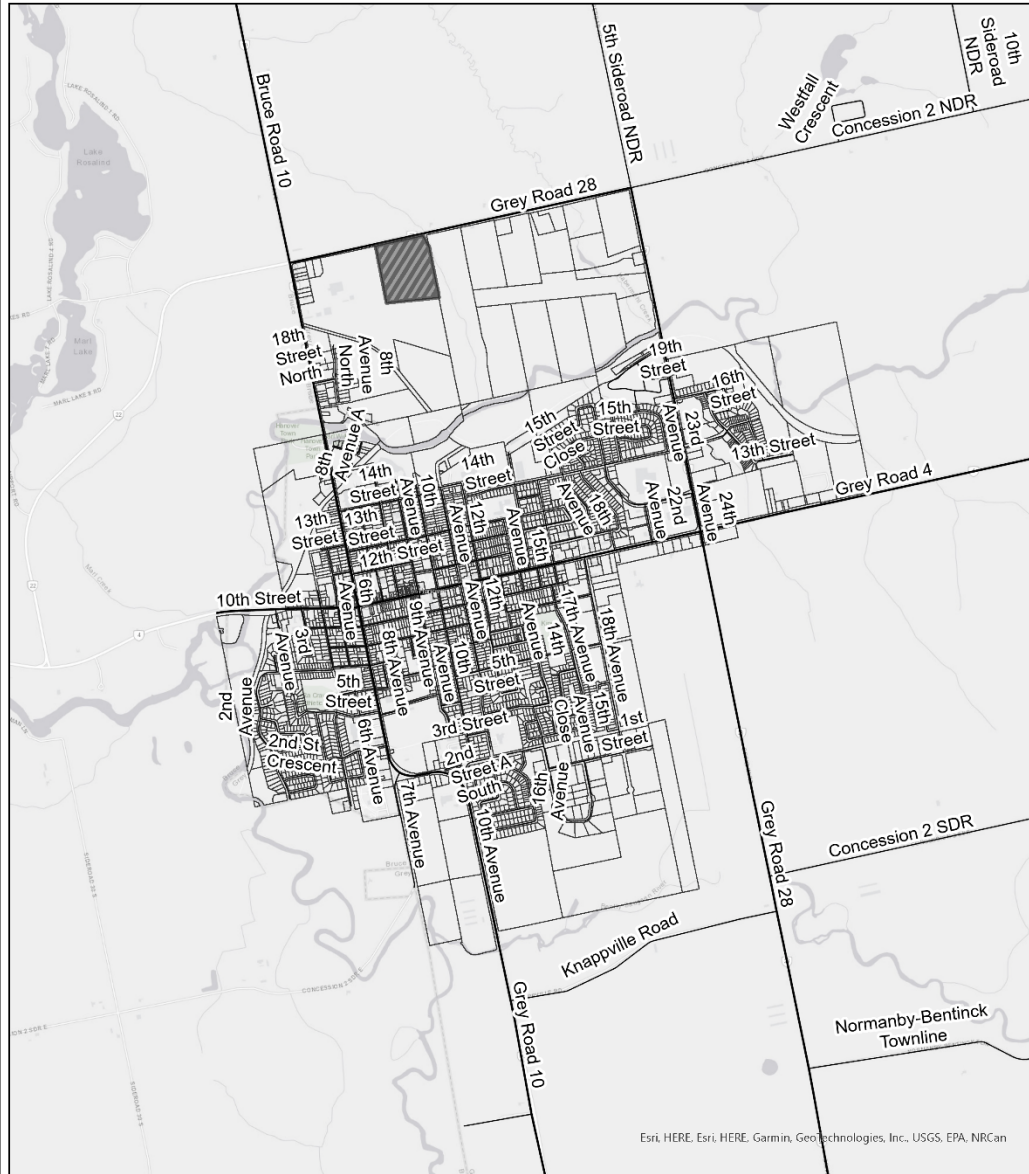
Schedule A of the Official Plan is hereby amended by identifying the property shown as “Subject Lands” on Schedule A-7 to this Amendment with the following label: “Lands Subject to Policy D7.4.14”.

2.0 Text Changes

Section D.7 is hereby amended by adding the following:

D7.4.14 Notwithstanding any policies to the contrary, on those lands described as Part of Lot 4, Concession 2, North of the Durham Road and Part of Lot 5 judges Plan 55 and EXP, Parts 1 and 2 Plan GS100261, Parts 6 and 7, RP 16R 9565, Parts 1 to 3 RP 16R 10652, Town of Hanover, as shown on Schedule “A-7” as “Lands Subject to Policy D7.4.14, “may have a lot size of 2.4 ha, consistent with the attached Schedule A”.

TOWN OF HANOVER OFFICIAL PLAN AMENDMENT SCHEDULE 'A - 7'



Legend

-  Teranet Assessment Parcel Fabric*
-  Locally Maintained Assessment Parcel
-  Subject Lands



Meters
0 237.5 475 950 1,425 1,900

Hanover
Ontario, Canada

APPENDIX 'A'

Planning Report Proposed Official Plan Amendment

APPENDIX 'B'

Minutes of Public Meeting

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 3416-26

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 September 21, 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 September 21, 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 21st day of September, 2026.

Susan Paterson, Mayor

Vicki McDonald, Clerk