TOWN OF HANOVER | HANOVER PUBLIC LIBRARY FACILITY INVESTIGATION AD HOC COMMITTEE | TERMS OF REFERENCE

1.0 Project Scope

The Town of Hanover Council is establishing a Hanover Public Library Facility Investigation Ad Hoc Committee to coordinate and oversee the evaluation of potential options for the Hanover Public Library facility. The Committee will align its work with the Town of Hanover Strategic Plan, the Hanover Public Library Strategic Plan and other applicable recommendations or actions in recent Town of Hanover approved plans (ie Downtown Plan) by investigating the feasibility, costs, and implications of a potential library facility development.

The Committee's work will focus on reviewing the Library Space Needs Report, addressing current and future community needs, improving accessibility and functionality, exploring partnership opportunities, and supporting the delivery of library services and programs for the current population and the Town's anticipated growth. The Committee will assist in obtaining relevant information, consideration for other Town approved plan actions that provide collaborative opportunity, exploring options such as renovation or new build, potential sites and partnerships, costs, projected timelines and develop library facility recommendations for council's consideration.

2.0 Objectives

At a minimum, the objectives of the Committee are as follows:

2.1 Project Planning and Coordination

- Develop and maintain a project work plan identifying tasks, milestones, deliverables, responsibilities, and timelines.
- Coordinate communication and collaboration with Council, Library Board, municipal staff, consultants, and community partners.
- Identify required resources such as staff, consultants, and financial.

2.2 Needs Assessment and Feasibility

- Review current library use, service trends, demographics, accessibility standards, and community needs.
- Consider actions in the Downtown Plan and other recent Town of Hanover plans for possible collaborative opportunities with the library facility investigation.
- Evaluate facility development options (such as renovate, new construction, land acquisition for renovation or new construction) using criteria such as space, flexibility, accessibility, sustainability, and operational impact.
- Assess potential sites and co-location opportunities, considering ownership, zoning, access, visibility, parking, and expansion potential.

- Assess the need for and recommend for consideration other work to be undertaken to inform the direction (i.e. feasibility studies, concept plans, high-level design concepts, cost estimates, and environmental considerations).

2.3 Stakeholder and Community Engagement

- Provide consistent and transparent communication to council and library board through the appointed representatives.
- Consider and engage potential partners (e.g., educational institutions, community groups, municipal departments) to explore joint-use opportunities.

2.4 Risk, Cost, and Funding Analysis

- Complete SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for each potential option identified.
- Provide high level capital cost estimate, including lifecycle considerations for each potential option identified.
- Provide operating cost estimate implication or considerations for each potential option identified.
- Identify potential funding options (i.e. municipal capital planning, grants, or partnerships) recognizing that separate processes will govern fundraising and financing.
- Suggest implementation timing with consideration for the Town's 5 and 10 year capital forecast.

2.5 Reporting and Recommendations

- Provide interim updates to council through minutes and appointed representative updates.
- Provide updates to the library board through the appointed committee representative.
- Prepare a final report summarizing findings, analysis, high level financial estimate and recommendations for the preferred option(s) to council.

3.0 Committee Composition

Membership on the Hanover Public Library Investigation Ad Hoc Committee shall include representatives from council, the Hanover Public Library Board, and municipal staff. Composition will be as follows:

- Hanover Council representative (1)
- Hanover Public Library Board representative (1)
- Town of Hanover Chief Administrative Officer (CAO)
- Hanover Public Library CEO/Chief Librarian
- Public Member (1)

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Committee members shall be appointed by council consistent with Town policies and processes.

As required, other municipal staff (e.g., Director of Corporate Services / Treasurer, Chief Building Official) will be engaged to provide required information and expertise to achieve the project's objectives.

4.0 Chairperson and Reporting Relationship

- The committee is an Ad Hoc Advisory Committee established by council in accordance with these adopted terms of reference. Committee members are bound by these terms of reference and are responsible to council.
- The Committee shall elect a Chair and Vice-Chair from among its voting members.
- Decisions of the Committee shall be reached by consensus where possible.
- Committee minutes will be provided to Hanover Council through established processes, with the appointed council representative providing verbal report.
- The Hanover Public Library Board representative and CEO / Chief Librarian will provide project updates to the Library Board.
- The committee reports directly to council, under the signature of the chair or designate. The committee report and communications will be directed to council through the CAO. The committee chair, or designate, will be present at council when the committee report is being considered. The committee may also appear before council as a delegation.

5.0 Committee Term

- Committee recruitment will be aligned with the 2026 to 2030 term for the committees of council.
- The Committee shall operate for the duration of the investigation and information development phase.
- The Committee will be dissolved upon providing the final report to Hanover Council, or upon council's determination that the Committee's work is complete or its mandate has changed.

6.0 Conduct

- The Committee shall operate in accordance with the Town of Hanover's Procedural By-law and applicable policies governing committees of council.
- All members are subject to applicable legislation, including the *Municipal Act* and the *Municipal Conflict of Interest Act*, regarding confidentiality, conflict of interest, closed sessions, and conduct.

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

7.0 Meeting Times and Locations

- Meeting time and location will be at the call of the chair with adequate notice being given to all members Generally the meeting time will occur during the period of 8:30 am to 4:30 pm.
- All committee meetings are public.
- The committee may invite resource persons to attend a meeting.