

# TOWN OF HANOVER | HANOVER POLICE SERVICE STATION REVIEW AD HOC COMMITTEE | TERMS OF REFERENCE

## PROJECT BACKGROUND

At the August 14, 2023 Council meeting, the following motion was approved:

**Whereas** Council established the Emergency Services Facilities Review Committee in August 2020 to conduct a review of fire, police and ambulance facility and service requirements anticipated over the next 25 years and assess the current condition and future needs for physical infrastructure improvements, renovation and construction to meet these future projections;

**Whereas** since the adoption of the Emergency Services Facilities Review Committee report and recommendations, the Hanover Police Station has experienced significant maintenance and repair issues and lack of essential secure storage areas;

**Whereas** the Hanover Police Service Board adopted Motion # 2023-07-066 at their June 19, 2023 meeting requesting that Hanover Town Council establish terms of reference for a committee to investigate establishing a new facility for the Hanover Police Service commencing in the fall of 2023;

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

**Therefore be it resolved** that Council of the Town of Hanover direct staff to develop terms of reference and establish a committee to investigate the feasibility of renovating the existing building or constructing a new facility in an accessible downtown location;

**And further** that the committee submit their report to Hanover Council by January 15, 2024.

## INTRODUCTION

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

Hanover is the dominant urban commercial centre within the immediate area providing retail shopping, commercial, institutional, and health services to residents of Hanover and

the surrounding communities. Within a 20-minute drive of Hanover, there is a population base of 26,900 people and 40,600 people within a 30-minute drive. Progressive planning and foresight by past and present municipal leaders has positioned Hanover to be and remain a dynamic and progressive community.

We have an attractive downtown with a strong retail sector, including a full range of retail services, as well as public services and amenities. Ideally located to provide a centre of commerce and services for residents and the surrounding area, Hanover boasts numerous amenities that all contribute to a fantastic quality of life.

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

In 2020, The Emergency Services Facility Review Committee was formed by Council to conduct a preliminary review of the current situation of the three emergency services facilities in Hanover – Hanover Police Station, Hanover Firehall and Grey County EMS building. At the May 3, 2021 meeting, Council received the Emergency Services Facility Review Committee Report. The report recommendations with respect to Hanover Police Service was as follows:

*The Committee recommends that:*

- *HPS continue to use their current station but that improvements be made to the building to address existing deficiencies;*
- *An addition be built on the north end of the building to accommodate additional office space, briefing rooms, record storage space and public washrooms;*
- *an addition be built on the south end of the building to accommodate a proper ‘sally port’ (a secure indoor parking area to allow for the safe movement of prisoners to and from vehicles) including a decontamination station, additional indoor parking and additional storage space for large items; and*
- *when adjacent property becomes available, the Town consider expanding the size of the property to accommodate additional outdoor parking.*

Since the adoption of the Emergency Services Facility Review Committee Report, the Hanover Police Station has experienced significant maintenance and repair issues and lack of essential secure storage areas, prompting the Hanover Police Service Board adopting a motion requested that Hanover Town Council establish a terms of reference for a committee to investigate establishing a new facility for HPS.

## PROJECT SCOPE

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

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

## METHODOLOGY

At a minimum, the review should address the following:

1. **The current state and needs of the HPS facility**, including review and update of the following:
  - Review of Emergency Services Facility Review Committee Report (March 29, 2021);
  - Age, structure and physical description of the facility;
  - Size of the facility and capacity/ability for expansion on the existing footprint or into adjacent properties;
  - Recent renovations, improvements and additions and work anticipated to be required within the next 5 to 10 years, including estimated costs, where possible; and
  - Options for expanding the current space in order to meet the anticipated needs of HPS in the next 25 years.
  
2. **Explore opportunities associated with developing a new HPS facility in Hanover** including:
  - Projected footprint of a new HPS facility and the property size required to accommodate the building footprint;
  - A SWOT analysis (strength, weaknesses, opportunities and threats) of potential property sites;
  - A preliminary location analysis for such a facility within the corporate boundaries of the Town of Hanover, with a preferred desire to be in our downtown area, that should include, at a minimum; a review of strategic access roads including consideration of coverage/response times, current land ownership and cost, access for staff, space for parking, snow removal, availability of municipal services, proximity to high risk uses, proximity to Town centre, proximity to residential areas, proximity to natural hazards, public access, and compliance with municipal strategic directions;

- With some insight as to the size and scope of such a development, provide an estimate of the development costs, including financing options. Estimates of annual operating costs should also be provided. A review of recent comparable developments would suffice at this stage; and
- Provide a review of implications associated with facilities left vacant as a result of relocating emergency services.

To fulfil the abovementioned, the committee shall:

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

## **DELIVERABLES**

1. A draft report to council for review and comment.
2. A final report which will be presented to Council of the Town of Hanover during an open meeting prior by January 15, 2024.
3. All background materials, including lists of people contacted and their contact information.

## **AD HOC COMMITTEE AND TERMS OF MEMBERSHIP**

The ad hoc committee shall consist of 5 members appointed by resolution of council. This membership will be composed of the following:

- CAO
- Hanover Police Chief
- Director of Building & Planning / CBO
- Council representative (1)
- Public Member (1)

A chair and recording secretary for the committee will be elected from among the members at the first meeting. All members will be expected to commit some time between meetings to work on matters before the committee. By majority vote, the committee may recommend to council removal or replacement of any member who misses 3 consecutive meetings of the committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign

from the committee should provide written notification to the chair 30 days prior to such action. If at any time the committee size drops below 3 members, council shall appoint a new member(s).

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

### **Term**

The ad hoc committee will conclude with preparation and presentation of a report to council no later than January 15, 2024.

### **Reporting**

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 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.

The committee's mandate is to investigate the feasibility of renovating the existing building or constructing a new facility and present a report to council detailing the committee's findings, including all implications, costs, and recommendations on future direction, by January 15, 2024.

### **Remuneration**

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

### **Meeting Times and Locations**

Meeting time and location will be at the call of the chair with adequate notice being given to all members. All committee meetings are public. The committee may invite resource persons to attend a meeting. Quorum for a full committee meeting will be 50% of the membership plus 1.

On matters requiring votes, the committee shall strive for consensus, and shall normally only communicate the consensus or majority position to council. The chair generally does not vote, unless deemed necessary to break a tie. The recording secretary, in consultation with the chair, sets the agenda.

## **Staff Support**

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

## **CONFIDENTIAL INFORMATION OF THE TOWN**

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

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