

COMMITTEE OF THE WHOLE MEETING AGENDA

Monday, June 2, 2025, 4:00 pm

Council Chambers | Civic Centre

341 10th Street

Hanover, ON N4N 1P5

ZOOM MEETING PUBLIC ACCESS WEBSITE

<https://us02web.zoom.us/j/86153773690>

	Pages
1. Call to Order	
2. Land Acknowledgment	
3. Disclosure of Pecuniary Interest	
4. Agenda Additions or Deletions	
5. Health & Safety Message	
5.1 Senior Safety - Deputy Mayor Dickert	3
6. Delegations	
7. Business Arising From the Minutes	
8. Staff Reports	
8.1 Report DCS-08-25 - External Borrowing	5
8.2 Report DCS-09-25 - 2025 Final Blended Tax Rates	11
8.3 Report CL-05-2025 - Procedure By-Law Review and Update	21
9. Correspondence Requiring Action	
9.1 Grey Bruce Elder Abuse Prevention Network - Request to Proclaim June 15, 2025 as World Elder Abuse Awareness Day in the Town of Hanover	57
10. Reports and Correspondence for Information	
10.1 Report PRC-05-2025 - Volunteer Fair	59
10.2 Report PRC-06-2025 - Canada Day 2025	63
10.3 Volunteer Appreciation Day June 28, 2025	67
10.4 Committee of Adjustment Minutes- May 15, 2025	69
10.5 Hanover Police Service Board Minutes - May 20, 2025	73
10.6 Saugeen Mobility and Regional Transit Minutes - April 25, 2025	77
10.7 Saugeen Municipal Airport Minutes - May 21, 2025	81

- 10.8 Grey County Council and Committee of the Whole Highlights - May 22, 2025

87

11. Planning and Other Meetings

- 11.1 Age Friendly Committee - Monday August 18, 2025 | 10:00am
- 11.2 Cultural Roundtable Subcommittee - Wednesday June 4, 2025 | 10:00am
- 11.3 Heritage Subcommittee - Thursday June 19, 2025 | 10:00am
- 11.4 Planning Advisory Committee - Tuesday June 10, 2025 | 4:00pm
- 11.5 Hanover Police Service Board - Monday June 16, 2025 | 10:00am
- 11.6 Hanover Public Library Board - Wednesday June 18, 2025 | 6:00pm
- 11.7 Parks, Recreation & Culture Advisory Committee - Wednesday July 23, 2025 | 6:00pm
- 11.8 Hanover / Walkerton Waste Management Committee - Tuesday September 9, 2025 | 1:00pm
- 11.9 Saugeen Municipal Airport Commission - Wednesday June 18, 2025 | 1:00pm
- 11.10 Saugeen Mobility & Regional Transit Board - Friday June 20, 2025 | 10:00am

12. Dates to Remember and Announcements

- 12.1 Next Regular Council Meeting – Monday June 16, 2025 | 4:00pm

13. Notice of Motion

14. Closed Meeting

15. Adjournment

HEALTH and SAFETY MESSAGE

Safety Tips for Seniors.

Recognizing the 30th anniversary of Seniors Month in Ontario

- Falls or slips getting in and out of the bath/shower is a common problem. Consider adding grab bars near shower/tub units and the toilet to prevent accidents or injuries.
- Consider placing nightlights in hallways leading to bathrooms to reduce risk of fall or injury.
- Have a phone or emergency alert system next to the bed. It should be quick and easy to alert a family member or emergency personnel.
- Clearly label dangerous, flammable material or products and place them in a locked storage area if the senior wouldn't be able to easily recognize a label.
- Keep a schedule of food in the fridge and expiry dates to avoid food from spoiling and a senior becoming ill. A quick and easy schedule can be placed with a magnet on the fridge to remind a caregiver or the senior themselves when to buy new milk or eggs.
- Check to ensure that emergency equipment is up to date and working- such as fire extinguishers or fire alarms. Fire alarm batteries should be replaced once a year.
- Check that walkers and canes are at the right height and that the rubber tips are not worn. This can cause slips and falls but also can cause back pain and unnecessary aches if the height is wrong.
- Update escape plans for Seniors and keep their current capabilities in mind, and practice with them.

Staff Report To Council

From: Christine Walker, Director of Corporate Services/Treasurer
Date: June 2, 2025
Report: DCS-08-25
Subject **External Borrowing**

Recommendation

That Report DCS-08-25 External Borrowing be received by council; and

That council agrees to Option #2 as detailed in Report DCS-08-25 and / or provide direction on other external borrowing options.

Background

During the February 24, 2025 Finance Committee meeting, Report FIN-02-25 (DCS) was presented regarding the current status of all internal and external borrowing. It was noted that the trail bridges internal borrowing was covered through the wastewater reserve funds at \$1,024,000 (to borrow over 9 years) and the existing Landfill cell no. 2 borrowing of \$934,000 back in 2013 has a balance of approximately \$508,472.28 for a further 12 years.

The current yearly amount spent for these two loan repayments is approximately \$208,000. (\$163,315.19 – combo of P & H Centre balance in 2025 \$113,387.92 plus trail bridge loan to start of \$49,927.27 and \$44,729.62 Landfill Expansion Loan Repayment).

The following is summary was presented at that meeting of the existing internal and external borrowing.

** This space intentionally left blank. **

INTERNAL & EXTERNAL BORROWING SUMMARY

INTERNAL Borrowing Outstanding						
			as of December 31, 2024			
Year of Borrowing	Description	Borrowing Amount	2024 Principal o/s Balance	2025 Principal o/s Balance	Completion Year	Annual Principal & Interest Payment Amount for 2025
2013	Landfill Expansion	926,562.96	508,472.28	471,361.07	2037	44,729.62
2019	Fire Pumper Truck	407,000.00	271,333.33	244,200.00	2034	33,916.67
2022	Theatre Renovations	360,000.00	284,000.00	248,000.00	2032	47,076.00
2022	Launchpad Deficit	95,107.46	63,404.97	31,702.49	2026	34,175.28
2024	Trail Bridges	1,024,000.00	1,024,000.00	987,544.29	2033	49,927.27
		2,812,670.42	2,151,210.58	1,982,807.85		209,824.84
			<i>Principal Paid</i>	168,402.73		
Temporary Internal Borrowing						
2024	Fire Rescue Pumper	254,400.00	254,400.00	452,400.00	2027	18,096.00
		254,400.00	254,400.00	452,400.00		18,096.00
			<i>Principal Paid</i>	- 198,000.00		
TOTAL INTERNAL BORROWING						
		3,067,070.42	2,405,610.58	2,435,207.85		227,920.84
			<i>Principal Paid</i>	- 29,597.27		
EXTERNAL Borrowing Outstanding						
			as of December 31, 2024			
Year of Borrowing	Description	Borrowing Amount	2024 Principal o/s Balance	2025 Principal o/s Balance	Completion Year	Annual Principal & Interest Payment Amount for 2025
2015	P & H Centre	1,500,000.00	112,325.66	-	2025	113,387.92
2024	FireHall - FCM Green Funding	5,585,800.00	5,585,800.00	5,402,842.93	2044	419,795.00
		7,085,800.00	5,698,125.66	5,402,842.93		533,182.92
TOTAL EXTERNAL BORROWING						
		7,085,800.00	5,698,125.66	5,402,842.93		533,182.92
			<i>Principal Paid</i>	295,282.73		
Grand Total						
		10,152,870.42	8,103,736.24	7,838,050.78	-	761,103.76
			<i>Principal Paid</i>	265,685.46		

During that meeting, staff was directed to investigate external borrowing opportunities to cover the amounts owing for the trail bridges and the landfill cell no. 2 projects that have currently been borrowed internally from the town's water and wastewater reserve funds. It was noted during this meeting that these reserve funds will be required in the immediate future for the water and wastewater projects that are underway (7th Street Water Tower and the Wastewater Treatment Plant Upgrades).

Discussion

A Request for Quotation (RfQ) was provided to all the local financial institutions with a closing date of May 22, 2025 at 2:00 p.m. At that time, the town received 3 quotations. We inquired for both a 5-year term with a 10-year amortization as well as a 10-year term with a 10-year amortization for amounts between \$500,000 and up to \$1,500,000. All

respondents have indicated that there is no difference in their respective indicative rates provided if the loan were \$500,000 or up to \$1,500,000.

Bank	Amount	Interest Rate	5 Yr Term. 10 Yr Amort	Annually	Total Payments over 5 years	Balance o/s after 5 year term
TD Bank	\$1,500,000	4.14%	\$15,286.68	\$183,441.36	\$917,206.80	\$825,801.48
Meridian Credit Union	\$1,500,000	4.46%	\$15,516.85	\$186,202.20	\$931,011.00	\$833,232.67
CIBC	\$1,500,000	4.493%	\$15,540.70	\$186,488.40	\$932,442.00	\$833,735.88

With this 5-year term, renewal would be required after 5 years for a further 5-year term.

Bank	Amount	Interest Rate	10 Yr Term. 10 Yr Amort	Annually	Total Payments over 10 years
TD Bank	\$1,500,000	4.44%	\$15,502.41	\$186,028.92	\$1,860,289.20
Meridian Credit Union	\$1,500,000	5.02%	\$15,924.50	\$191,094.00	\$1,910,940.00
CIBC	\$1,500,000	5.096%	\$15,980.31	\$191,763.72	\$1,917,637.20

Paid in full at end of the 10-year term.

The current prime interest rate is 4.75% and the town receives interest of prime less 1.55%, approximately 3.2% on all our banking accounts.

As can be seen with these options, all of these annual repayments for any of the financial institutions that provided information, will be slightly lower than what we are currently budgeting on an annual basis for these two internal loans.

Option #1

Borrow externally for \$1,500,000 over a 5-year term, 10 year-amortization period with TD Bank at 4.14%

Annually \$183,441.36 (\$24,558 lower than current internal borrowing)
End of Term \$825,801.48 to be borrowed further in 5 years to clear these loans.

Pros

- Lower interest rate for a 5-year term vs a 10-year term with a 10-year amortization period
- Water and Wastewater Reserve Funds available for immediate future use
- Possible lower interest rate in 5 years resulting in lower interest costs

Cons

- Renewal required in 5 years
- Possibility of higher interest rates in 5 years resulting in higher interest costs

Option #2

Borrow externally for \$1,500,000 over a 10-year term, 10- year amortization period with TD Bank at 4.44%.

Annually \$186,028.92 (\$21,971 lower than current internal borrowing) | Paid in full 2035.

Pros

- Guaranteed 10-year rate and both loans completed by 2035
- Water and Wastewater Reserve Funds available for immediate future use

Cons

- Possible lower interest rate in 5 years, if shorter term chosen.

Option #3

Borrow externally for \$1,000,000 over an 8-year term and amortization period with TD Bank at 4.41% for Trails Portion Only and remain with internal borrowing for landfill cell no 2 at \$44,729.62 yearly.

Trails Annually \$148,571.04 | Paid in Full 2033

Landfill \$ 44,729.62 | Paid in full July 1, 2037

TOTAL \$193,300.66 (\$14,699.34 lower than current)

Pros

- Guaranteed 8-year rate and Trails loan completed in 2033.
- Wastewater Reserve Funds available for immediate future use

Cons:

- Continuation of internal water reserve fund use to finance landfill resulting in less monies available for Water Reserve Funds
- 12 years additional payments required for landfill loan – paid in full 2037

Option #4

Borrow externally for \$1,024,000 over a 10-year period with Infrastructure Ontario at 4% for trails portion only and remain with internal borrowing for landfill cell no 2 at \$44,729.62.

Trails Annually \$124,410.00 | Paid in Full 2035

Landfill Annually \$ 44,729.62 | Paid in Full 2037

TOTAL \$169,139.62 (\$38,860.38 lower than current)

Pros

- Guaranteed 10-year rate and Trails loan completed in 2035.
- Lower interest rate than external financial institutions
- Wastewater Reserve Funds available for immediate future use

Cons:

- Continuation of internal water reserve fund use to finance landfill resulting in less monies available for Water Reserve Funds
- 12 years additional payments still required – paid in full 2037
- No availability to pre-pay the Infrastructure Ontario Loan, locked in for entire term.

Option #5

Borrow externally for \$1,024,000 over a 10-year period with Infrastructure Ontario at 4% for Trails Portion Only and borrow \$500,000 over a 10-year period from TD at 4.44%

Trails Annually \$124,410.00 | Paid in Full 2035

Landfill Annually \$ 62,009.64 | Paid in Full 2035

TOTAL \$186,419.64 (\$21,580.36 lower than current)

Pros

- Guaranteed 10-year rate and both the trails loan and landfill loan portions completed in 2035
- Lower interest rate on \$1,024,000 than external financial institutions
- Water and Wastewater Reserve Funds available for immediate future use

Cons:

- Two separate external loans required
- No availability to pre-pay the Infrastructure Ontario Loan portion, locked in for entire term.

Borrowing from Infrastructure Ontario is not an option for the landfill internal loan as it exceeds the maximum threshold of borrowing within 2 years of the completed project.

The options #1, #2 and #3 clear the external loan earlier than the end of the term agreed upon. It also allows for up to 10% of the original amount of the fixed term loan amount without incurring a prepayment penalty. Anything higher than that would result in a prepayment penalty. For any borrowing with Infrastructure Ontario, there is no prepayment options available. The loan is locked in for the full period. With the ever-increasing strain on town budgets, staff does not foresee that additional prepayments for these loans would be a major concern as most surpluses would be allocated as per the town's financial policy (FIN-024 Operating Surplus Deficit Management Policy) which does not allocate to prepay external loans.

Financial Implications

Staff recommendation is Option #2 as it provides the lowest current interest rates available and both loans would be cleared within 10 years (by 2035). This option allows for both internal loans to be combined as one loan and there is no need for renewal in five years. Loans would be paid off two years earlier overall than remaining at status quo. This external loan would provide the reserve fund capacity for the water and wastewater projects in the immediate future.

The 2025 budget includes \$94,656.89 for the trails (\$49,927.27) to commence in September 2025 and landfill (\$44,729.62) annually, which would be sufficient to cover the loan commencing as early as July 1, 2025 ($\$186,028.92 / 2 = \$93,014.46$). Future budgets would be \$186,028.92 per year which is approximately \$21,971 lower than the 2025 overall budget of \$208,000 that included a portion for the P & H Centre borrowing. As previously noted, the trails borrowing will be offset by reallocating the amount used towards the P & H Centre borrowing annually.

As the opening balances for both of these loans total approximately \$1,532,472.28, staff is also recommending that approximately \$32,500 be cleared in 2025 through general reserves so the maximum of \$1,500,000 can be borrowed externally, if the Option #1 to Option #2 scenarios are the direction. Should Option #3 be the direction, an amount of

approximately \$24,000 required. Should Option #5 be the direction, an amount of \$8,472.28 would be required.

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,

Christine Walker, CMO
Director of Corporate Services/Treasurer

Sherri Walden
CAO



Staff Report To Council

From: Christine Walker, Director of Corporate Services/Treasurer
Date: June 2, 2025
Report: DCS-09-25
Subject **2025 Final Blended Tax Rates**

Recommendation

That Report DCS 09-25 2025 Final Blended Tax Rates be received; and

That a by-law confirming the 2025 municipal budget and the applicable tax rates be presented for council's consideration.

Background

At the December 16, 2024, budget meeting, council approved a 2025 budget levy from taxes totaling \$9,801,000, an increase of \$698,600 (7.7%) over the 2024 levy. This increased levy breakdown is as follows:

Amount	Organization	Percent of Levy Increase
379,400	Police Services	4.20%
79,400	Library/Other Board Org.	0.87%
239,800	Town Portion 4.235% Council Directives (Firehall, Police Station, Splashpad) -1.601% Town Depts	2.63%
\$698,600	TOTAL of ALL	7.70%

The 2025 tax ratios approved by County of Grey have changed from the 2024 rates, wherein the multi-residential ratio has been reduced from 1.2206000 to 1.10300. This results in an impact of approximately \$7.53 for every \$100,000 of assessment to the residential ratepayer on the town's portion.

The other ratios remained the same as 2024 and are:

Residential 1.000000, Commercial 1.296900, Industrial 1.831000, Pipeline 0.906848, Farm 0.218000 and Managed Forest 0.250000.

Based on the average household assessment of \$219,944 and the 2025 tax ratio changes impact, this levy results in an increase of \$176.21 (7.66% over 2024).

Year	Assessment		Tax Rate		Taxes	
2024	219,944	X	.01045660	=	\$2,299.87	
2025	219,944	X	.01125783	=	\$2,476.08	
Difference	0% increase	0% Incr.	.00080123 Increase	7.66% Increase	\$176.21 Increase	7.66% increase

Based on the previous tax ratios, this amount was to be \$159.66 (6.94%), however, with the change to the multi-residential tax ratio, this has impacted the residential tax rate and increased the residential taxes by an additional amount of \$16.55.

For every \$100,000 of assessment, the Town increase will be \$80.12 in 2025 over the 2024 taxes.

Year	Assessment		Tax Rate		Taxes	
2024	100,000	X	.01045660	=	\$1,045.66	
2025	100,000	X	.01125783	=	\$1,125.78	
Difference	0% increase	0% Incr.	.00080123 Increase	7.66% Increase	\$80.12 Increase	7.66% increase

Based on the previous tax ratios, this amount was to be \$72.59 (6.94%), however with the change to the multi-residential tax ratio, this has impacted the residential tax rate and increased the residential taxes by an additional amount of \$7.53.

Discussion

Ontario Regulation 400/98 under the *Education Act* was updated November 1, 2024, and has provided the 2025 education tax rates. The county rates were approved by County Council on April 10, 2025. This has allowed staff to calculate the blended tax rates for council's information and to provide the amounts to be collected for county and school board purposes for inclusion in our upcoming bylaw.

Financial Implications

The blended tax rate in 2024 was 0.01602879. The blended tax rate in 2025 is 0.01696563. The following tables indicates the blended taxes for an average household.

Breakdown by Tax Rate for average Household Assessment (Table 1)

Year	Assessment	Town Rate	County Rate	Education Rate	Total Tax Rate	TAXES
2023	219,944	0.01045660	0.00404219	0.00153000	0.01602879	\$3,525.44
2024	219,944	0.01125783	0.00417780	0.00153000	0.01696563	\$3,731.48
	0% increase	0.00080123 7.66% increase	0.00013561 3.36% increase	0.00000000 0% increase	0.00093684 5.84% increase	5.84% increase
		\$176.21	\$29.82	0.00		\$206.04
Percentage Over 2024 Taxes		7.66%	3.36%	0%	5.84%	5.84%

Approximately \$17.17/month or \$0.56 per day increase.

Breakdown by Tax Rate for every \$100,000 of assessment (Table 2)

Year	Assessment	Town Rate	County Rate	Education Rate	Total Tax Rate	TAXES
2023	100,000	0.01045660	0.00404219	0.00153000	0.01602879	\$1,602.88
2024	100,000	0.01125783	0.00417780	0.00153000	0.01696563	\$1,696.56
	0% increase	0.00080123 7.66% increase	0.00013561 3.36% increase	0.00000000 0% increase	0.00093684 5.84% increase	5.84% increase
		\$80.12	13.56	0.00		\$93.68
Percentage Over 2024 Taxes		7.66%	3.36%	0%	5.84%	5.84%

Approximately \$7.80/month or 0.26 per day increase for every \$100,000 in assessment.

The attached blended tax rate charts and pie graphs provide the details of the individual tax rates and assessments.

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,

Christine Walker, CMO
Director of Corporate Services/Treasurer

Sherri Walden
CAO

EFFECT OF 2025 TAX RATE CHANGE
Proposed Tax Rate Changes based on \$100,000 Assessment
(overall increase will be an estimated 5.84% for all residential assessments)

----- **TOWN OF HANOVER** -----

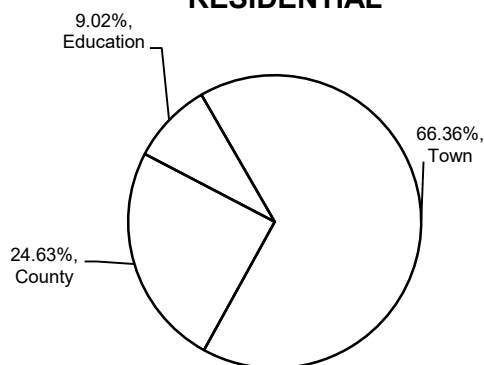
	Total			
	2025 Taxes	2024 Taxes	\$ Change	% Change
Residential	1,696.56	1,602.88	93.68	5.84%
Multi-Residential	1,866.82	1,922.72	(55.90)	-2.91%
Commercial	2,881.85	2,760.35	121.50	4.40%
Industrial	3,706.26	3,534.72	171.54	4.85%

*** Dollar Changes are based on \$100,000 Assessment;**

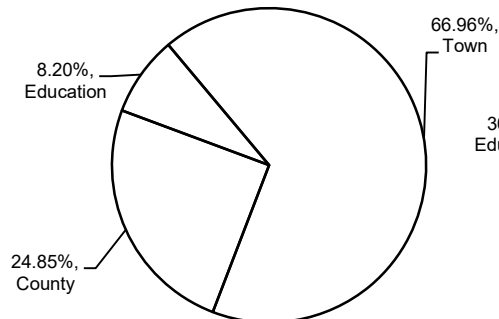
	Town of Hanover				County of Grey				Education			
	2025 Taxes	2024 Taxes	\$ Change	% Change	2025 Taxes	2024 Taxes	\$ Change	% Change	2025 Taxes	2024 Taxes	\$ Change	% Change
Residential	1,125.78	1,045.66	80.12	7.66%	417.78	404.22	13.56	3.36%	153.00	153.00	-	0.00%
Multi-Residential	1,249.96	1,276.33	(26.37)	(2.07%)	463.86	493.39	(29.53)	(5.99%)	153.00	153.00	-	0.00%
Commercial	1,460.03	1,356.12	103.91	7.66%	541.82	524.23	17.59	3.36%	880.00	880.00	-	0.00%
Industrial	2,061.31	1,914.60	146.71	7.66%	764.95	740.12	24.83	3.36%	880.00	880.00	-	0.00%

SHARE OF TAX DOLLARS

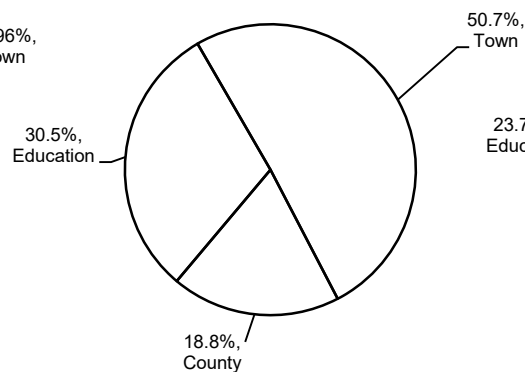
RESIDENTIAL



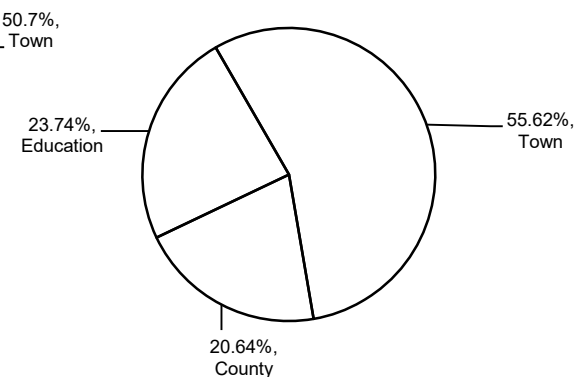
MULTI-RESIDENTIAL



COMMERCIAL



INDUSTRIAL



EFFECT OF 2025 TAX RATE CHANGE**Proposed Tax Rate Increase****2024 Based on 219,944 vs 2025 at 219,944****(Based on Hanover's Avg. Assessment (2024); 2025 shows a 0.00% avg. increase) - NO Reassessment for 2025****Town 7.66% County 3.36%, Education 0.00%****(overall increase will be an estimated 5.84% for residential assessments)**

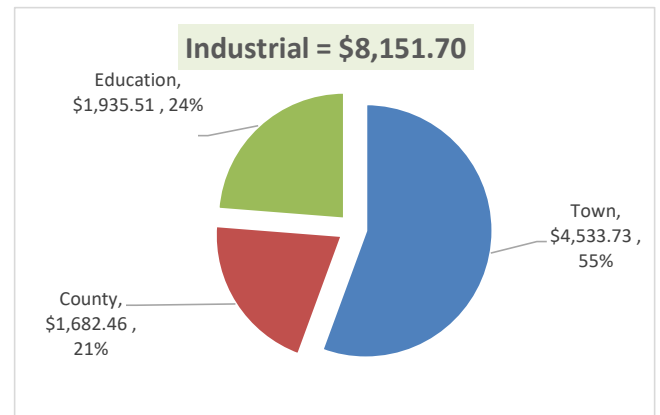
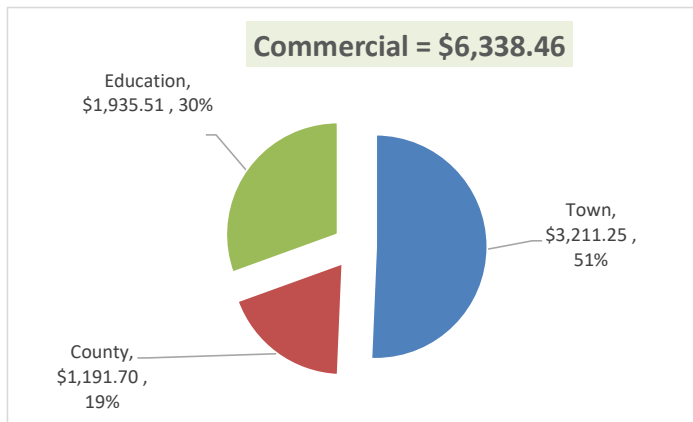
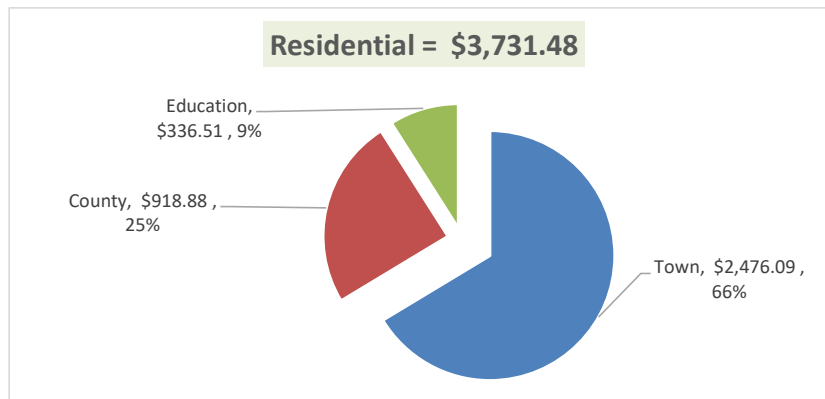
	Total			
	2025 Taxes	2024 Taxes	\$ Change	% Change
Residential	3,731.48	3,525.44	206.04	5.84%
Multi-Resid	4,105.95	4,228.90	(122.95)	-2.91%
Commercial	6,338.46	6,071.22	267.24	4.40%
Industrial	8,151.70	7,774.41	377.29	4.85%

*** Dollar Changes are based on Hanover's Average
Residential Assessment of \$219,944**

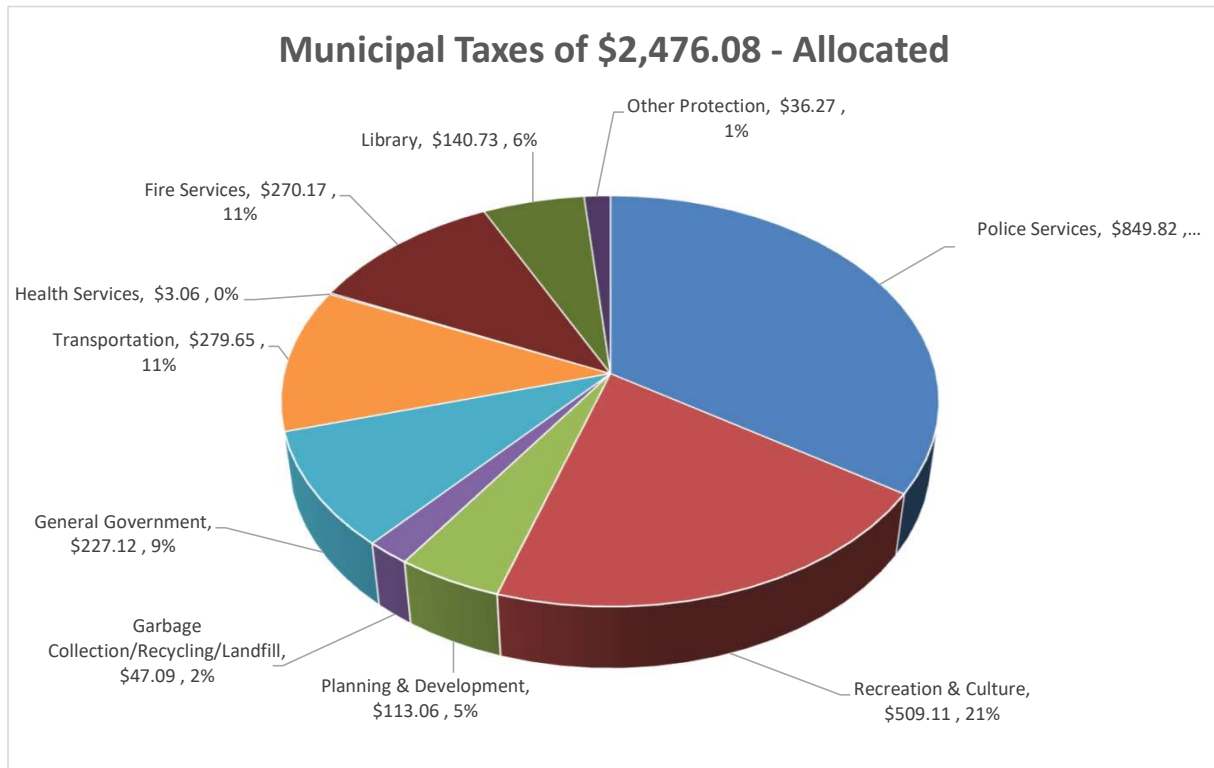
	Town of Hanover				County of Grey				Education			
	2025 Taxes	2024 Taxes	\$ Change	% Change	2025 Taxes	2024 Taxes	\$ Change	% Change	2025 Taxes	2024 Taxes	\$ Change	% Change
Residential	2,476.09	2,299.87	176.22	7.66%	918.88	889.06	29.82	3.35%	336.51	336.51	-	0.00%
Multi-Resid	2,749.21	2,807.21	(58.00)	(2.07%)	1,020.23	1,085.18	(64.95)	(5.99%)	336.51	336.51	-	0.00%
Commercial	3,211.25	2,982.70	228.55	7.66%	1,191.70	1,153.01	38.69	3.36%	1,935.51	1,935.51	-	0.00%
Industrial	4,533.73	4,211.05	322.68	7.66%	1,682.46	1,627.85	54.61	3.36%	1,935.51	1,935.51	-	0.00%

Share of Total Tax Dollars

Based on an assessment of \$219,944 (which is the average assessment for a residential unit)



Based on 219,944 assessment, the average Town of Hanover residential property would pay **\$3,731.48** in taxes. Of that amount, **\$2,476.08** would go to the Town of Hanover and is allocated in the pie chart below.



Staff Report To Council

From: Vicki McDonald, Manager of Legislative Services/Clerk
Date: June 2, 2025
Report: CL-05-25
Subject **Procedure By-Law Review and Update**

Recommendation

That Report CL-05-25 Procedure By-law Review and Update be received; and

That the Procedure By-law as presented, be brought forth at the June 16, 2025, council meeting for adoption.

Background

The *Municipal Act, 2001* requires that every municipality pass a by-law for governing the calling, place and proceedings of meetings. The last comprehensive review of the Town's Procedure By-law was completed in 2016, with amendments in 2018, 2019, and 2020. Effective governance, administration and conduct of meetings has become increasingly challenging to navigate with continuous legislative and societal changes impacting the process.

A key priority in the Town's Strategic Plan is Open and Responsible Government, which defines council's objective of delivering services in a friendly, efficient and effective manner while providing an exceptional working environment for employees.

Staff have conducted a comprehensive housekeeping review of the Procedure By-law to update, clarify, and incorporate provisions with consideration for the aforementioned and is proposing the adoption of a new by-law due to the extent of the modifications.

Discussion

Municipal procedure by-laws are essential for governing the conduct of council and committee meetings. They ensure that meetings are conducted in an orderly, transparent, and efficient manner and reflect statutory requirements and provisions such as conflict of interest declarations, public notice of meetings and the roles and responsibilities of members of council.

It is important that municipalities review their governance and procedure by-laws to identify outdated, confusing or problematic rules and procedures. Updating procedures can streamline operations and make municipal governance more efficient. As municipalities continue to face evolving challenges and needs, an effective procedure by-law is valuable in allowing the town to adapt to these complexities and remain effective. Additionally, staying informed about and incorporating best practices in governance can improve overall municipal performance.

Summarized below are the notable amendments to the proposed procedure by-law. Minor amendments or administrative changes have not been included in the following synopsis. A copy of the draft by-law and sample agenda are attached to this report.

1. New and updated definitions for enhanced clarity.
2. Application and Suspension of Rules (section 3). This information was not previously included, and questions have been raised during this term of council regarding the process. Including in the by-law ensures all members of council and committees are aware of this provision and the appropriate process.
3. Administrative Authority of Clerk (section 4). Provides improved measure of efficiency for conduct of meetings and minor administrative corrections.
4. Orientation, Emergency and Workshop has been added to the types of meetings (section 5.2, 5.5, 5.6). This provides clarity and greater flexibility in scheduling meetings for their appropriate function/purpose.
5. Addition of process for Cancellation of Meeting (section 5.8)
6. Public Notice of Meeting (section 5.9). The requirements for public notice were noted individually under each meeting type. For ease of reference public notice requirements have been consolidated.
7. Participation of Mayor in Debate (section 7). This process was not previously included and is a best practice for accountability and transparency.
8. Voting on Questions (section 11). Updated to provide clearer direction on voting and identifying the number of votes required for a majority, 2/3 and 1/3 vote of members.
9. Introduction of Consent Agenda. A consent agenda is an effective tool to manage routine information reports and correspondence by receiving the items collectively rather than speaking to each item individually. If there is an item on the consent agenda that a council member wishes to bring forth, notice can be given to the clerk to pull this item for discussion at council (in advance of the meeting). This approach ensures that more critical issues receive the time and attention required to make a fully informed decision and contributes to effective use of council and staff time that they dedicate to meetings.
10. Removing committee of the whole meetings and holding only council meetings. Some of the challenges being faced include reduced time frames for grant submissions, approvals for entering into funding agreements and contracts, awarding project tenders, for example. Implementing council meetings twice per month improves the town's ability to successfully conduct business in a timelier manner thus improving service to residents and stakeholders.
11. Unfinished Business (section 13.4). Distinguishes the method of handling agenda items that were not addressed at the meeting.

12. Reconsideration of a Council Decision (section 20). This category was added as questions were raised regarding the process. Including in the by-law provides clear awareness of the appropriate process.

It is expected that the updated Procedure By-law will also have the following effects;

1. **Enhanced Transparency:** With clear rules and procedures, the new by-law will make council operations more transparent to the public.
2. **Improved Public Trust:** By promoting open meeting and ethical conduct, the by-law is expected to enhance public trust in the municipal government.
3. **Efficient Meetings:** The structured procedures will help in conducting meetings more efficiently, ensuring that all agenda items are addressed in a timely manner

The adoption of a refreshed procedure by-law affirms council's commitment to accountability and transparency in local governance. The by-law promotes the principles of good governance and ensures council meetings are conducted in a fair, efficient and orderly manner, which is crucial for effective decision-making.

Financial Implications

There are no financial implications related to 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,

Vicki McDonald
Manager of Legislative Services/
Clerk

Sherri Walden
CAO

THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. XXXX-25

BEING a by-law of the Corporation of the Town of Hanover to govern the proceedings of the Council and the Committees thereof.

WHEREAS Section 238 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended provides that every municipality and local Board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings, public notice of Meetings and for electronic participation in Meetings;

NOW THEREFORE the Council of the Corporation of the Town of Hanover hereby enacts as follows:

1. Definitions

In this by-law

- 1.1. **“Act”** means the *Municipal Act, 2001* S.O. 2001. C. 25 as amended or replaced from time to time.
- 1.2. **“Acting Mayor”** means a Council Member appointed by Council to act in the place of the Mayor or Deputy Mayor when both are absent, refuse to act or declare a pecuniary interest, and who shall exercise all the rights and authority of the Mayor.
- 1.3. **“Addendum”** means any addition to a completed published Council agenda or Committee agenda or addition to an item on the Council or Committee agenda.
- 1.4. **“Ad Hoc Committee”** means a Committee appointed by Council which meets as necessary to provide recommendations on a specific matter and which is disbanded following completion of the mandate.
- 1.5. **“Advisory Committee”** means a Committee appointed by Council with a specific mandate of an ongoing nature, which meets regularly to provide recommendations to Council.
- 1.6. **“Agenda”** means the document issued in accordance with this by-law that sets out the items and sequence of business to be discussed at a Meeting of Council or a Committee and which may be prepared and issued electronically.
- 1.7. **“Chair”** means the person presiding at a Meeting.
- 1.8. **“Chief Administrative Officer”** means the Chief Administrative Officer (CAO) of the Corporation of the Town of Hanover, designated by By-law.

-
- 1.9. **"Clerk"** means the Clerk of the Corporation of the Town of Hanover, designated by By-law.
- 1.10. **"Closed Session"** means a Meeting or a portion of a Meeting that is closed to the public pursuant to the relevant provisions of the Act or other applicable law.
- 1.11. **"Committee"** means any advisory or other Committee, subcommittee or similar entity established by the Council.
- 1.12. **"Committee Recommendation"** means a motion passed by a Committee during a Committee Meeting and recommended for adoption by Council.
- 1.13. **"Conflict of Interest"** means an interest as defined in the *Municipal Conflict of Interest Act*.
- 1.14. **"Consent Agenda"** means items placed in a section on the Agenda that is used to adopt items with one motion as opposed to discussing and voting on each item individually.
- 1.15. **"Council"** means the Council of The Corporation of the Town of Hanover.
- 1.16. **"Debate"** means a discussion to put forth reasons for or against, in which a difference of opinion is expressed.
- 1.17. **"Delegation"** means any person, group of persons, firm, or organization who is neither a Member of Council nor an appointed official of the municipality who has requested and is permitted to address Council.
- 1.18. **"Deputy Mayor"** means the Member of Council elected to assist the Mayor in carrying out their powers and duties and to act in the place of the Mayor when the Mayor is absent, refuses to act or declares a pecuniary interest, and who shall exercise all the rights, powers and authority of the Mayor.
- 1.19. **"Disqualifying Interest"** means an interest in a matter that, by virtue of the relationship between the Member and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the Member could not participate impartially in the decision-making processes related to the matter.
- 1.20. **"Electronic Means"** shall mean telephone, video or audio conferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and public.
- 1.21. **"Electronic Participation"** means a Member of Council who participates remotely in any open or closed Council or Committee Meeting via electronic means and has the same rights and responsibilities as if they were in physical

attendance, including the right to vote, and shall count towards a quorum of Members.

- 1.22. **"Emergency"** means an unexpected and difficult or dangerous situation, including a situation as defined by the *Emergency Management and Civil Protection Act*, which requires immediate action.
- 1.23. **"Emergency Meeting"** means a Meeting of Council called without notice to deal with an emergency or an urgent situation where timing requires that a matter be addressed as soon as possible.
- 1.24. **"Ex-officio"** means a person holding an office on a Committee of which he is not a Member, and the by-laws make that officer an ex-officio Member of the board, the non-member is thereby a full-fledged board Member with all the accompanying rights; but this does not make him a Member of the Committee.
- 1.25. **"Head of Council"** means the Mayor, or in the Mayor's absence the Deputy Mayor, acting in the capacity of Mayor.
- 1.26. **"Holiday"** means any holiday as defined in the *Legislation Act, S.O. 2006*, Chapter 21.
- 1.27. **"Hybrid Meeting"** means a Meeting that is conducted as both an in-person Meeting and electronic Meeting, where some Members participate in-person, and some Members participate electronically. Members have the same rights and responsibilities as if they were in physical attendance including the right to vote and shall count towards Quorum.
- 1.28. **"Inaugural Meeting"** means the first Meeting of a newly elected Council after a regular municipal election, as set out in the Act.
- 1.29. **"Livestreaming"** means the broadcast of a Meeting in real-time.
- 1.30. **"Local Board"** means a Local Board as defined in the *Municipal Act, 2001 S.O. 2001. C. 25*, except Municipal Police Boards, Library Boards and School Boards.
- 1.31. **"Majority Vote"** means more than one half of the votes cast by Members of Council or Committee present at the vote and not prohibited by statute from voting.
- 1.32. **"Meeting"** includes any regular, special, or other Meeting of a Council, of a Local Board or of a Committee of either of them, where (a) a Quorum of Members is present, and (b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or Committee.

-
- 1.33. "**Member**" means a Member of the Council or of a Committee of Council and includes the Head of Council or Chair.
- 1.34. "**Motion**" means a question moved by one Member and seconded by another Member, to adopt, amend or otherwise deal with a matter before Council or Committee
- 1.35. "**Motion to defer**" means a motion to delay consideration of a matter until later in the same Meeting or at a future Meeting of Council or a Committee (also known as a motion to postpone to a definite time)
- 1.36. "**Motion to Receive**" means a motion to acknowledge a particular item, report or recommendation and to have it placed in the records of Council or a Committee with no further action being taken.
- 1.37. "**Motion to Reconsider**" – means a motion that may need to be passed before Council, or a Committee can discuss or otherwise deal with a matter that has already been decided or considered by Council or Committee during the current Term of Council or Committee.
- 1.38. "**Motion to Refer**" means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any designated Committee, Board, body or official;
- 1.39. "**Motion to Table**" means a motion to postpone without setting a definite date as to when the matter will be considered again"
- 1.40. "**Non-disqualifying Interest**" means an interest in a matter that, by virtue of the relationship between the Member and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the Member could participate impartially in the decision- making processes related to the matter so long as the Member fully discloses the interest so as to provide transparency about the relationship; and the Member states why the interest does not prevent the Member from making an impartial decision on the matter.
- 1.41. "**Notice of Motion**" means an advance notice to Members respecting a matter on which they will be asked to take a position.
- 1.42. "**Orientation Meeting**" - means a Meeting of Council or newly elected Members of Council, to train and inform members of their roles, responsibilities, procedures, legislation and other relevant matters and shall be considered as an educational/training session.
- 1.43. "**Pecuniary Interest**" means a direct or indirect financial interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, chapter M.50, as amended.

-
- 1.44. **"Petition"** means a document presented by the community to Council to voice their opinion on an issue within the jurisdiction of the municipality.
- 1.45. **"Point of Order"** means a concern regarding: conformity to this bylaw or the rules of order; improper, offensive, or abusive language; notice that discussion is outside the scope of the motion under consideration; or irregularities in the proceedings.
- 1.46. **"Point of Privilege"** means a question raised by a Member who believes their rights as Members have been violated or who considers that their integrity, and/or the integrity of Council or staff has been impugned.
- 1.47. **"Quorum"** means a majority (more than one half) of the whole number of Members of Council or a Committee.
- 1.48. **"Recorded Vote"** means a written record of the name and the vote of every Member who votes on a question.
- 1.49. **"Regular Meeting"** – means Meetings held on a regular basis according to the schedule of Meetings annually approved by Council.
- 1.50. **"Resolution"** means the decision of Council or Committee on any motion.
- 1.51. **"Rules of Procedure"** means the rules and procedures set out in this by-law.
- 1.52. **"Special Meeting"** means a Meeting held at a time other than a regular Meeting, upon twenty-four (24) hours' notice and dealing with a specific item(s) of business.
- 1.53. **"Two-thirds Vote"** means a vote of at least two-thirds of the Members of Council or Committee present at the vote and not prohibited by statute from voting.
- 1.54. **"Workshop"** means a Meeting of Council where the purpose is for Council to discuss issues in an informal venue. With the exception of procedure matters, no Motions are passed, and no matter is discussed which advances the business of the Town.

2. Interpretation

- 2.1. This By-law establishes the rules of order for Meeting of Council and Committees of Council.
- 2.2. A word in this By-law expressed as the singular has a corresponding meaning when used in the plural.
- 2.3. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect the interpretation of the by-law.
- 2.4. In the event of a conflict between the provisions of this By-law and *the Municipal Act, 2001* or any other legislation, the provisions of the legislation shall prevail.
- 2.5. Where any matter of procedure is not provided for in this by-law, Roberts Rules of Order, as revised, shall be followed
- 2.6. If a court or tribunal of competent jurisdiction declares any portion of this bylaw to be illegal or unenforceable, that portion of this bylaw shall be considered to be severed from the balance of the bylaw, the remainder of which shall continue to operate in full force and effect.
- 2.7. Decisions binding on the Council may only be made at Council Meetings, unless authority has been specifically delegated. Committees may only make recommendations to Council for its consideration and approval.
- 2.8. The Clerk will be responsible for interpreting the rules of procedure under this by-law.

3. Application and Suspension of Rules

- 3.1. The rules and procedures contained in this by-law shall be observed in all proceedings of the Council and with necessary modifications, the Committees of Council, and shall be the rules and regulations for the order and conduct of business therein.
- 3.2. No provision of this bylaw shall be suspended except by affirmative vote of at least two-thirds (2/3) of the whole Members of Council for each incidence of suspension of the rules.
- 3.3. The following rule(s) or procedure(s) shall not be suspended:
 - 3.3.1. Majority of whole of Members required for quorum; and
 - 3.3.2. Any statutory requirements with respect to proceedings.

4. Administrative Authority of Clerk

- 4.1. The Clerk shall have the authority to adjust the order and necessity of agenda items, prior to distribution and publication of the Council and Committee agendas.
- 4.2. The Clerk is authorized to revise or correct by-laws, minutes and other records or documents relating to Council and Committee for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings and general housekeeping.

5. Meetings

5.1. Inaugural Meeting

The first or Inaugural Meeting of a new Council shall be held in accordance with the provisions of the Municipal Act and Municipal Elections Act, as may be amended from time to time. The Clerk, in consultation with the Mayor-Elect, shall set the date, time and location of the Inaugural Meeting.

At the Inaugural Meeting of Council, the only business to be brought before the Meeting shall be the following:

- a) Declarations of Office;
- b) Inaugural Address by the Mayor; and
- c) Matters incidental to any of the above.

5.2. Orientation Meeting

An Orientation Meeting of the Council or Council-elect shall be considered as an educational / training session for persons newly elected to Council in order to train and inform Members of their roles, responsibilities, Meeting procedures, applicable legislation and other relevant matters.

5.3. Regular Meeting

- 5.3.1. All regular Meetings of Council shall be held in the Council Chambers, Civic Centre, 341 10th Street, Hanover on the first and third Monday of each month at 4:00pm unless otherwise ordered by a motion of Council.
- 5.3.2. In the event that a regular Meeting shall fall upon a holiday, the Meeting shall be held at the same time on the day immediately following the holiday that is not a Saturday, Sunday or holiday. No notice need be given of this change of date and it shall be deemed to be a regular Meeting.

- 5.3.3. Notice of regular Meetings of Council shall be provided to each Member and shall be posted on the Town's website in the form of a calendar. Council may, by resolution, alter the time, day or place of any Council or Committee Meeting.
- 5.3.4. The hour for adjournment of any Council or Committee Meeting shall be 9:00pm, unless this rule is temporarily suspended by a resolution of the majority of Members present.
- 5.3.5. Member of the management team, as well as other municipal staff shall attend Meetings of Council as required or requested upon approval of the CAO.

5.4. Special Meeting

- 5.4.1. The Head of Council may at any time summon a Special Meeting of the Council and it shall be their duty to call a special Meeting whenever requested in writing by a majority of the Members of the Council. In addition, the Clerk shall, upon receipt of a written petition signed by the majority of the Members of the Council, summon a special Meeting for the purpose and at the time and place mentioned in the petition. Twenty-four hours' notice of all special Meetings of the Council shall be given to the Members through the Clerk's office.
- 5.4.2. The notice calling a special Meeting of the Council shall state the business to be considered at the special Meeting and no business other than that stated in the notice shall be considered at such Meeting.

5.5. Emergency Meeting

Notwithstanding any other provision in this By-law, the Mayor, at any time, may call or provide Notice of an Emergency Meeting of Council. An Emergency Meeting of Council is limited to business matters included in the Notice of the Meeting.

5.6. Workshop

The Mayor and/or CAO may convene a Workshop for Members of Council for the purpose of educating or training, for providing the Members with information and/or advice, or to solicit input from the Members. With the exception of procedural matters, no Motions are passed, and no decisions are made at Workshops. Workshops are not generally livestreamed.

5.7. Electronic Meeting Participation

Members may participate in Meetings by Electronic Means subject to the following:

-
- 5.7.1. Electronic Means of participating in a Meeting are available for Meetings of Council, Committees of Council including Ad Hoc or subcommittees and local boards.
 - 5.7.2. Requests to participate in a Meeting by Electronic Means must be made to the Clerk at least two (2) business days before the Meeting. Accommodation to participate electronically may be granted by the Clerk at their discretion.
 - 5.7.3. A Member may participate in a maximum of two (2) electronic Council, Committee or Meetings per calendar year. Electronic participation in more than the prescribed maximum number of Meetings shall be at the discretion of the Chair.
 - 5.7.4. Members may participate in Closed Sessions of any Meeting by Electronic Means.
 - 5.7.5. A Member participating in a Meeting by Electronic Means shall be considered to be present at such Meeting and counted towards quorum and provided with all rights and considerations as any Member participating in person.
 - 5.7.6. Delegations and deputation may participate and make presentations by Electronic Means.
 - 5.7.7. The following practices will be followed when a Member participates in a Meeting by Electronic Means;
 - a) Each Member participating in a Meeting by Electronic Means shall be available at least fifteen (15) minutes before the beginning of the Meeting to assist staff in establishing the electronic connection.
 - b) Each Member participating by Electronic Means will mute their electronic device when they are not speaking.
 - c) The Chair will canvass Members participating by Electronic Means about their intention to speak to a matter on the floor and will notify each Member when it is their turn to speak.
 - d) After putting a motion to a vote, each Member participating by Electronic Means will be required to identify how they wish to vote.
 - e) Each Member participating by Electronic Means shall inform the Chair about their intentions to leave the Meeting either on a temporary or permanent basis.
 - f) A Member(s) participating by Electronic Means will be deemed to have left the Meeting when they are no longer electronically connected to the Meeting.

- g) In the case of a loss of connection, or any connection issue which impedes the ability of a Member(s) to participate in the Meeting in real time, the Meeting will continue without attempts by staff to reconnect. The Member may attempt to reconnect and rejoin the Meeting.

5.7.8. During an emergency existing in all or part of the Municipality, declared either by the Province or local Municipality under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Municipality shall allow for electronic participation of Members of Council and Committees of Council in both open and closed Council Meetings, and such Members shall be counted in determining whether or not a quorum of Members is present.

5.8. Cancellation of Meeting

- 5.8.1. A regular, special or emergency Meeting of Council, Committee or workshop may be cancelled or postponed where Quorum cannot be achieved or where the Meeting is deemed no longer required by the Mayor in consultation with the Clerk.
- 5.8.2. The Clerk or designate, will give notice of the cancellation or postponement of a regular, special or emergency Meeting of Council, Committee or workshop on the Town's website. A notice may also be posted on the main entrances to the Civic Centre upon discretion of the Clerk.
- 5.8.3. Meetings of other Committees may be cancelled or postponed by the Clerk, Chair or other assigned person where Quorum cannot be achieved, in the event of an emergency or where the Meeting is deemed no longer required by the Chair.

5.9. Public Notice of Meeting

- 5.9.1. The Clerk shall give public notice of all regular open and closed Council Meetings or a Workshop, by posting the Meeting and agenda on the municipal website no later than 48 hours prior to the scheduled Meeting.
- 5.9.2. The Clerk shall give public notice of all special open and closed Meetings of Council and Committee by inclusion on the Town's website as soon as possible after the Meeting is called and no later than 24 hours prior to the Meeting. Agendas and supporting documentation shall be posted as soon as practical prior to the special Meeting.
- 5.9.3. For an emergency Meeting, notice shall be provided to Members and the public in a time and manner that the Mayor and Clerk considers most expedient. Agendas and supporting documentation shall be posted as soon as practical prior to the emergency Meeting.

- 5.9.4. Public notice shall include the date, time and location of Meeting. Should there be an electronic or hybrid method of participation, this shall be indicated in the public notice.
- 5.9.5. If notice of a Meeting is substantially given but varies from the form and manner provided in this By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.

5.10. Recording, Broadcasting and/or Livestreaming Meetings

- 5.10.1. All Council and Committee Meetings may be audio and/or video recorded, broadcast and/or livestreamed publicly by the Town with the exception of proceedings closed to the public provided for by the Act or this By-law. Workshops are not generally live-streamed.
- 5.10.2. The inability to record, broadcast and/or livestream a Meeting where the public can attend the Meeting in person shall not prevent the Meeting from occurring as scheduled.
- 5.10.3. Where public attendance at a Meeting is allowed and the Meeting is only being held electronically the following practices shall apply;
 - a) Where the livestream of a Meeting cannot be initiated, the Chair shall delay the call to order of the Meeting by fifteen (15) minutes to provide time to correct the issue. In the event both the livestream and recording of the Meeting are unavailable, the Members shall stand adjourned until the date and time of the next Meeting and the Clerk shall record the names of the Members present upon such adjournment. If the recording of the Meeting is available, the Meeting shall proceed, and a recording of the Meeting shall be uploaded to the Town's You Tube channel and/or website as soon as practicable following the Meeting;
 - b) Where the livestream of a Meeting is interrupted, the Chair shall call a recess for a maximum of fifteen (15) minutes to provide time to address the issue. If both the livestream and recording of the Meeting cannot be rectified, the Members shall stand adjourned until the date and time of the next Meeting. If the recording of the Meeting is available, the Meeting shall proceed, and a recording of the Meeting shall be uploaded to the Town You Tube channel and/or website as soon as practicable following the Meeting.

5.11. Open and Closed Meetings

- 5.11.1. All Meetings of Council, Committees and local boards shall be open to the public, unless the subject matter being considered is permitted to be addressed in a Closed Session in accordance with section 239 of the *Municipal Act* as follows;

- a) the security of the property of the municipality or local board;
- Includes:*
- Discussions relating to protection of property from physical loss or damage and the protection of public safety in relation to this property.
- Does not include:*
- Matters relating to the financial interests of the municipality;
 - Discussions of strategy with respect to municipal infrastructure or growth;
 - Discussions regarding strategy with regard to municipal property.
- b) personal matters about an identifiable individual, including municipal or local board employees;
- Includes:*
- Discussions of opinions about an identified individual;
 - Examination of a municipal employee's performance or conduct;
 - Discussion of nominees for appointment to a Committee;
 - Discussion of an investigation of an individual's possible violation of law.
- Does not include:*
- Discussion of Council Members' remuneration or expenses and related policy;
 - Discussion of general working relations between Council and staff;
 - Discussion about an individual in their professional or official capacity.
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- Includes:*
- When the bargaining position of the municipality needs to be protected with respect to buying or selling property;
 - Discussions of lease agreements or easements relating to the municipality's property interests.
- Does not include:*
- General discussions of real estate market volatility and its impact on land values.
- d) labour relations or employee negotiations;
- Includes discussions involving:*
- collective bargaining;
 - staff compensation or vacation;
 - hiring or firing staff, or disciplinary proceedings;
 - grievances under a collective agreement;
 - voluntary exit program;
 - review of staff workload and working relationships.

Does not include:

- Discussions of litigation against employees.

- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Includes:

- Discussions of ongoing litigation involving the municipality, including proceedings before administrative tribunals;
- Discussion of litigation that is a real likelihood, against or by the municipality;
- Discussions about deciding whether or not to litigate.

Does not include:

- Speculation that litigation may arise in future, or where there is no evidence of any current or future legal proceedings;
- Meetings where an outside party is present (thereby waiving legal privilege).

- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Includes:

- Communication between the municipality and its solicitor, in seeking or receiving legal advice intended to be confidential (to ensure municipal officials can speak freely with their lawyer without fear of disclosure.)

Does not include:

- Situations where the privileged communication is disclosed to third parties;
- Discussions that do not directly refer to legal advice.

- g) a matter in respect of which a Council, board, Committee or other body may hold a closed Meeting under another Act;

- h) the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, board, commission or other body is the head of an institution for the purposes of that Act;

- i) A Meeting of a Council or local board or of a Committee of either of them may be closed to the public if the following conditions are both satisfied:

- i. The Meeting is held for the purpose of educating or training the Members;
- ii. At the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or Committee.

- j) the subject matter being considered is an ongoing investigation respecting the municipality by the Ontario Ombudsman in the role as both Meeting investigator and as the Municipal Ombudsman.
- k) the subject matter being considered is information explicitly supplied in confidence to the municipal or local board by Canada, a province or territory or a Crown agency of any of them;
- l) the subject matter being considered is a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- m) the subject matter being considered is a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- n) the subject matter being considered is a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

5.12. Closed Meeting

- 5.12.1. Prior to holding a Meeting or part of a Meeting that is to be closed to the public, a Council, Committee or local board shall state by resolution;
 - a) the fact of the holding of the closed Meeting;
 - b) the specific provision under the *Municipal Act* that permits the item to be considered in a closed session; and
 - c) and the general nature of the matter to be considered at the closed Meeting.
- 5.12.2. Subject to section 239 (6) of the *Municipal Act*, a Meeting shall not be closed to the public during the taking of a vote unless;
 - a) There is a statutory requirement that the Meeting be closed to the public; or
 - b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Town, local board or Committee of either of them or persons retained by or under contract with the Town or local board.
- 5.12.3. Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain shall exit the Meeting.
- 5.12.4. In exceptional circumstances when an item appears on an open Meeting agenda and discussion or consideration of related confidential

information is necessary, Council may adopt a resolution at that time to convene a closed Meeting.

- 5.12.5. Any Member of Council is entitled to be present at a Meeting of the Council where the Meeting or part of the Meeting is closed to the public, unless such Member of Council has an interest which the Member is obligated to disclose pursuant to the relevant declaration of interest legislation.
- 5.12.6. The Mayor shall report out in an open Meeting immediately following the closed session and summarize the actions taken in the closed session. The summary shall not reveal any information which is deemed to be confidential.
- 5.12.7. All information, documentation, or deliberations received, reviewed or undertaken in a closed session is confidential. No Member, staff person or other person present at a closed session shall release or make public any information considered during a closed session or discuss or share any documentation related to the content of any closed session with persons other than Members or relevant staff persons.
- 5.12.8. The Clerk and/or their designate shall attend all Closed Meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment. The Clerk may also authorize the attendance of such other municipal staff as may be necessary or appropriate.

6. Order of Proceedings

- 6.1. As soon after the hour fixed for the Meeting as there is a quorum present, the Mayor or Chair shall take the Chair and call the Members to order. A majority of the Members of the Council or Committee thereof shall constitute a quorum.
- 6.2. In case the Mayor does not attend within fifteen minutes after the time appointed, the Deputy Mayor shall call the Members to order and if a quorum is present, shall preside during the Meeting or until the arrival of the Mayor. In the absence of the Mayor and the Deputy Mayor, the Clerk shall be present and if a quorum is present, shall call the Members to order. A Chairman shall be chosen, from the Members, who shall preside during the Meeting or until the arrival of the Mayor or the Deputy Mayor.
- 6.3. While presiding, the Deputy Mayor or the Chair chosen by the Council shall have all the powers of the Mayor and shall be entitled to vote as a Member.
- 6.4. If there is no quorum within thirty minutes after the time appointed for the Meeting, the Clerk shall call the roll and record the names of the Members present and the Meeting shall stand adjourned until the next regular Meeting or until a special Meeting is called.

7. Roles

7.1. Role of Council

- 7.1.1. In accordance with Part VI, Section 224 of the *Municipal Act*, 2001, the role of Council shall be;
- a) to represent the public and to consider the wellbeing and interest of the municipality;
 - b) to develop and evaluate the policies and programs of the municipality; to determine which services the municipality provides;
 - c) to ensure that administrative practices and procedures are in place to implement the decisions of Council;
 - d) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
 - e) to maintain the financial integrity of the municipality; and
 - f) to carry out the duties of Council under this or any other Act.
 - g) by majority vote, direct staff to perform such duties as is necessary to the efficient management of the affairs of the community.
 - h) Respect and follow the decisions of Council
- 7.1.2. Members shall come prepared to every Meeting by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the Meeting. Whenever possible, the Member(s) shall make inquiries to administration regarding materials supplied in advance of the Meeting.
- 7.1.3. No individual Member may direct a Member of the Staff to perform a duty.
- 7.1.4. Members shall respect and adhere to the Policies set by the Council and will under no circumstances take it upon themselves, individually to circumvent established Policies.
- 7.1.5. Members shall liaise primarily with the CAO and the Senior Leadership Team as required.
- 7.1.6. Members may request information from Members of staff who have been assigned the responsibility of providing information, such as Meeting times, copies of documents, information on standard operating procedures.
- 7.1.7. Questions or issues surrounding operational concerns, complaints or opportunities shall be directed to the CAO, who will then direct the questions or issues to the appropriate staff Member. Minor operational concerns, complaints, suggestions or compliments may be submitted

through the Citizen Request and Suggestion Portal on the Town's website.

7.2. Duties of the Head of Council

The Mayor or Chair shall:

- 7.2.1. Preserve order and decorum, decide questions of order (subject to an appeal to the Council or Committee thereof by any Member) and, without unnecessary comment, cite the rule or authority (as commonly accepted under parliamentary procedures) applicable to the case if called upon to do so.
- 7.2.2. Open the Meeting of the Council or Committee thereof by taking the Chair and calling the Members to order.
- 7.2.3. Announce the business before the Council or Committee thereof in the order in which it is to be acted upon.
- 7.2.4. Receive and submit, in the proper manner, all motions presented by the Members of the Council or Committee thereof.
- 7.2.5. Put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results.
- 7.2.6. Decline to put to vote motions which infringe on the rules of procedure.
- 7.2.7. Restrain the Members, within the rules of order when engaged in debate.
- 7.2.8. Enforce on all occasions the observance of order and decorum among the Members.
- 7.2.9. Call by name any Member persisting in breach of the rules of order of the Council or Committee thereof, thereby ordering that Member to vacate the Council Chamber.
- 7.2.10. Receive all messages and other communications and announce them to the Council or Committee thereof.
- 7.2.11. Authenticate, by their signature when applicable, all by-laws, resolutions and minutes of the Council.
- 7.2.12. Represent and support the Council or Committee thereof, declaring its decision in all things.
- 7.2.13. Ensure that the decision of the Council or Committee thereof are in conformity with the laws and by-laws governing activities of the Council and Committees thereof.
- 7.2.14. Adjourn the Meeting when the business is concluded.
- 7.2.15. Adjourn the Meeting without question put in the case of grave disorder arising in the Council Chamber.

7.3. Participation of the Mayor in Debate

- 7.3.1. The Mayor may state relevant facts and the Mayor's position on any matter before Council without leaving the chair, which may take place immediately prior to the vote.
- 7.3.2. If the Mayor wishes to move or second a motion before Council or enter into debate on a specific topic, the Mayor shall call on the Deputy Mayor to take the chair before moving or seconding a motion or engaging in debate. The Mayor shall remain out of the chair until the motion and any amendments thereto have been disposed of. In the event the Deputy Mayor or alternate is unable to assume the chair, the Mayor shall call on an alternate Member to preside until the Mayor resumes the chair.

7.4. Deputy Mayor

In the absence of the Mayor, the Deputy Mayor shall call Council Meetings to order and shall preside during the Meeting or until the arrival of the Mayor.

8. Conduct at Meetings

8.1. Conduct of Members

Members of Council shall govern themselves according to Council's Code of Conduct.

No Member shall:

- 8.1.1. Use offensive words or unparliamentary language in or against the Council or Committees thereof, or any Member thereof.
- 8.1.2. Speak on any subject other than the subject in debate.
- 8.1.3. Criticize any decision of the Council or Committee thereof except for the purpose of moving that the question be reconsidered.
- 8.1.4. Disobey the rules of the Council or Committee thereof or a decision of the Head of Council or Chair of the Council or Committee thereof, on questions of order or practice, or upon the interpretation of the rules of the Council or Committee thereof.
- 8.1.5. Disturb another, or the Council or Committee thereof itself, by any disorderly deportment disconcerting to any Member speaking.
- 8.1.6. Be permitted to retake their seat at any Meeting after being ordered by the Head of Council or Chair to vacate after committing a breach of any rule of order of the Council or Committee thereof, without making apology and the consent of the Council or Committee thereof expressed by a majority vote of the other Members present, determined without debate.
- 8.1.7. Speak until they have addressed themselves to the Chair.

- 8.1.8. Walk across or out of the Chamber or make any noise or disturbance when the Head of Council or Chair is putting a question and shall occupy their seat while a vote is being taken and until the result hereof is declared.
- 8.1.9. Use an electronic device to broadcast, record or otherwise publish or distribute audio or video of any open or closed Meeting, nor photographs of any closed meeting.

8.2. Conduct of Attendees

- 8.2.1. The Chair may expel or exclude any person who disrupts a Meeting, or who does not conduct themselves in a proper manner, as outlined in this by-law.
- 8.2.2. No persons, present other than Members or staff are permitted to approach the seating area of the Members unless invited by the Chair.
- 8.2.3. Attendees shall;
 - a) maintain order and not heckle, display placards or props or engage in any behaviour that may be considered disruptive;
 - b) be respectful at all times and not make any derogatory, inflammatory or disrespectful comments, nor malign the integrity of the Members, staff or public;
 - c) ensure that all electronic devices are set to silent mode;
 - d) use recording, broadcasting or streaming devices respectfully, and should the Chair direct it, move or cease to use recording, broadcasting or streaming devices.

9. Rules of Debate

- 9.1. Every Member desiring to speak shall signify their desire to speak in such a manner as the Mayor may direct, and upon being recognized by the Mayor, shall respectfully address the Mayor or Chair.
- 9.2. The Mayor or Chair shall designate the Member who has the floor when two or more Members signify a desire to speak.
- 9.3. When a Member is speaking, no other Member shall pass between him and the Chair or interrupt him except to raise a point of order.
- 9.4. Any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- 9.5. No Member shall speak to the same question for longer than five (5) minutes. With the leave of the Council or Committee thereof, a supplementary question with a further three (3) minutes may be granted.

- 9.6. A Member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereof.
- 9.7. All questions shall be stated succinctly, and questions shall not be used as a means of making statements or assertions.
- 9.8. Questions may be asked only of the previous speaker, the Mayor or Chair, or an official or staff of the municipality.

10. Voting On Questions

- 10.1. When the Mayor or Chair calls for the vote on a question, each Member shall occupy their seat and shall remain there until the result of the vote has been declared by the Mayor or Chair, and during such time no Member shall walk across the room or speak to any other Member or make any noise or disturbance.
- 10.2. If a Member who has voted on a question disagrees with the declaration of the Mayor or Chair that the question is carried, or lost, they may, but only immediately after the declaration by the Mayor or Chair, object to the Mayor's or Chair's declaration and require a Recorded Vote to be taken in the manner prescribed in Section 11 of this by-law.
- 10.3. Every Member present at a Meeting of the Council or Committee thereof when a question is put shall vote thereon, except that if he has any pecuniary interest, direct or indirect in the question, he shall at the first opportunity disclose their interest and shall refrain from taking part in the discussion and from voting on the particular question. Every Member present who is required to vote on a question, but in fact does not vote thereon, shall be deemed to be voting in the negative and shall be so recorded.
- 10.4. At a Meeting at which a Member discloses an interest under section 5 of the *Municipal Conflict of Interest Act*, or as soon as possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the Committee or local board, as the case may be, who shall forward the statement to the Clerk.
- 10.5. After a Motion is put to a vote by the Chair, no Member shall speak to it, nor will any other Motion be made until after the vote is taken and the result has been declared.
- 10.6. All Members of Council or Committee will vote on all Motions. A failure by any Member to announce their vote openly and individually, including an "Abstention", is deemed to be a vote in the negative.
- 10.7. Each Member present and voting indicates their vote by show of hands or electronically, and no vote is taken by ballot or any other method of secret voting.
- 10.8. Any motion on which there is a tie vote is deemed to be lost.

- 10.9. The following represents the required number of votes for a majority Vote or Two-Thirds vote.

Number of Members Present	Majority Vote	Two-Thirds Vote	One-Third Vote
7	4	5	3
6	4	4	2
5	3	4	2
4	3	3	2

11. Recorded Vote

- 11.1. Any Member may request a recorded vote immediately preceding or following the taking of a vote. All Members present at the Meeting shall vote unless they are disqualified from voting with respect to that item.
- 11.2. Upon a request for a recorded vote by a Member the Clerk shall call on Members in alphabetical order followed by the Deputy Mayor and concluding with the Mayor or Chair. In the event that the Chair is other than the Mayor, the Chair shall always vote last. In the event that the Mayor or Chair has left the Chair to present and vote on a motion, they shall announce their vote in the order of voting in the position left vacant by the person named to act in their place.
- 11.3. Each Member present that is not disqualified from voting shall announce their vote openly when called upon.
- 11.4. The Clerk shall announce and record the result of the vote, and record how each Member voted.
- 11.5. Notwithstanding a recorded vote, a record or notation of a Member's opposition to an issue is not recorded in any minutes of the Meeting.

12. Agenda

12.1. Order of Business

- 12.1.1. The Clerk shall have prepared and printed for the use of the Members at the regular Meetings of the Council an agenda under the following headings, if applicable:

- The National Anthem
- Call to Order
- Land Acknowledgement Statement
- Disclosure of Pecuniary Interest and the General Nature Thereof
- Agenda Additions or Deletions
- Health & Safety Message (first Meeting of each month)
- Public Meeting Under the Planning Act or Other Legislation
- Delegations
- Council Minutes
- Business Arising From the Minutes
- Consent Agenda
- Staff Reports Requiring Action
- Committees of Council Minutes
- By-laws
- Correspondence Requiring Action
- Notice of Motion
- Good News and Celebrations
- Upcoming Committee Meetings
- Important Dates and Announcements
- Closed Meeting
- Confirmation of Proceedings By-law
- Adjournment

12.1.2. The business of Council and Committees thereof shall in all cases be taken up in the order in which it stands upon the agenda, unless otherwise agreed to by a Majority vote.

12.2. Distribution of Agenda

The agenda and reports for a Regular Council and Committee Meetings shall be available to Members of Council at least two days (48 hours) prior to the Meeting. The agenda will also be available on the Town's website.

12.3. Submission of Agenda Items

12.3.1. All items for inclusion on the agenda shall be submitted in approved and final format to the Clerk by 12:00pm on the Tuesday prior to the Council Meeting.

12.4. Unfinished Business

12.4.1. When any agenda item or items are left undisposed of at the time of adjournment, such agenda item(s) will be taken up in succession as the first order of business at the next regular Meeting of Council.

13. Minutes

- 13.1. The Council and Committee minutes shall record:
- a) The place, date and time of Meeting;
 - b) The names of the Chair and record of attendance of the Members;
 - c) The reading, if requested, correction and adoption of the minutes of the prior Meetings;
 - d) All other proceedings of the Meeting without note or comment.
- 13.2. Minutes of Meetings of Council and Committees shall be available to Members at their next scheduled Council or Committee Meeting.

14. Petitions and Communications

- 14.1. Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language, and shall be signed and dated by at least one person, filed with the Clerk, and shall include an address and telephone number where return correspondence or contact is to be directed.
- 14.2. Every petition or communication shall be delivered to the Clerk's Office by 12:00 noon on the Wednesday prior to the Council or Committee thereof, or Committee of the Whole Meeting, for it to be included on that agenda.

15. Deputations and Delegations

- 15.1. Delegations will be limited to two per Meeting, unless invited to address a specific matter or upon discretion of the Clerk.
- 15.2. A person desiring to present information on any matter or make a request of the Council shall give notice to the Clerk's Office by 12:00 pm on the Monday prior to the Council Meeting and indicate the purpose of the delegation. The delegate shall provide a general outline of the subject matter of the presentation in writing and if applicable any supporting or presentation documentation. The Clerk shall have the discretion of adding a delegation to an agenda or not.
- 15.3. Delegations shall be limited in speaking to not more than ten (10) minutes. Delegations of five (5) or more persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. Persons requesting to appear before the Council shall be advised of the time limitation in advance of their presentation.
- 15.4. Notwithstanding the provisions of Section 14.1, the Clerk may, at their sole discretion, entertain deputations or delegations with less notice as the circumstance may warrant.

16. By-Laws

- 16.1. Every by-law shall be introduced upon motion duly moved and seconded by two Members of the Council.
- 16.2. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be complete with the exception of the number and date thereof.
- 16.3. The Council may permit the presentation of a synopsis in place of the complete reading of the by-law.
- 16.4. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of The Corporation and signed by the Clerk and the Mayor.

17. Motions

- 17.1. The following matters may be introduced orally without written notice and without leave:
 - a) Point of order of personal privilege;
 - b) A motion to amend;
 - c) A motion to suspend a rule of procedure or in compliance with a rule of procedure;
 - d) A motion to adjourn (not debatable);
 - e) A motion that the vote now be taken;
 - f) A motion to defer to a certain time;
 - g) A motion to refer to Committee;
 - h) A motion to recess;
- 17.2. Except as provided in Subsection 17.1 above, all motions and notices thereof shall be in writing. At the discretion of the Mayor or Chair, motions that are deemed to be minor in nature do not have to be submitted in writing.
- 17.3. A motion is not required to place an item before Council for discussion, including staff reports.
- 17.4. Any motion may be introduced without notice if the Council or Committee thereof, without debate, dispenses with notice on the affirmative vote of a least two thirds of the Members present and voting.
- 17.5. All motions shall be seconded before being debated or put from the Chair. When a motion is seconded, it shall be read or stated by the Mayor or Chair before debate.

-
- 17.6. When a motion under consideration concerns two or more matters, upon the request of any Member, they may be taken separately. Such a request may also be made by the Chair.
- 17.7. After a motion has been read or stated by the Mayor or Chair, it shall be deemed to be in the possession of the Council or Committee thereof, but it may with the majority consent of the Council Members or Committee Members present, be withdrawn at any time before decision or amendment.
- 17.8. When a motion is under debate, no motion shall be received other than a motion to amend, to postpone action, to refer, that the vote now be taken or to adjourn the Meeting. A motion that the vote be now taken shall take precedence over any other motion except a motion to adjourn the Meeting, and, subject to Section 10 (3), shall be put immediately without debate.
- 17.9. No Member shall speak to a resolution more than once, without leave from the Mayor or Chair, or except an explanation of the material part of their report, which may have been misunderstood but otherwise shall not be permitted to introduce another matter. A reply shall be allowed to a Member who has made a substantive resolution, to any Member who has moved an amendment, the previous question and/or instruction to a Committee. Each Member shall confine their remarks to a limit of three (3) minutes.
- 17.10. Immediately preceding the taking of the vote, the Mayor or Chair may state the question in the form introduced. If required by a Member, except when a motion for the previous question has been resolved in the affirmative, he shall state the question in the precise form in which it will be recorded in the minutes.
- 17.11. After a question is finally put by the Mayor or Chair, no Member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.
- 17.12. Any resolution shall require a majority of votes in order to be valid and binding on the Council or Committee thereof.
- a) A Motion to Amend: Shall be presented in writing or be a verbal motion duly moved and seconded;
 - b) Shall receive disposition of the Council or Committee thereof before a previous amendment or the question;
 - c) Shall not be further amended more than once provided that further amendment may be made to the main question;
 - d) Shall be relevant to the question to be received;
 - e) Shall not be received proposing a direct negative to the question;
 - f) May propose a separate and distinct disposition of a question;
 - g) Shall be put in the reverse order to that in which it is moved.

18. Notice of Motion

- 18.1. Members intending to bring forward a motion for Council's consideration must provide notice at the preceding Meeting.
- 18.2. Such notice shall contain a brief summary of the motion subject and purpose. Final wording of the motion for Council's consideration shall be provided to the Clerk or designate at least one week in advance of the Meeting at which the motion is to be considered.
- 18.3. Council shall consider motions for which notice has previously been given. The proponent shall read the motion aloud and be permitted to speak to the contents of the motion first. Motions shall be moved, seconded and debated according to the rules of this procedural by-law.

19. Reconsideration of a Council Decision

- 19.1. Council may reconsider an entire resolution that was decided within one (1) year of adoption. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it subject to the following rules:
 - a) no resolution shall be reconsidered more than once during the term of Council, and
 - b) a Motion to reconsider shall not be reconsidered.
- 19.2. No discussion of the main question shall be allowed until the motion for reconsideration is carried.
- 19.3. A Member who voted on the prevailing side of a decision may bring a Motion to reconsider at the same Meeting at which the question to be reconsidered was dealt with and shall require the support of a majority of the Members present.
- 19.4. A Member who voted on the prevailing side or who was absent from the vote or was not a Member of Council at the time of the vote may bring a Notice of Motion to reconsider at a Meeting subsequent to that at which the question to be reconsidered was dealt with and shall require a Two-Thirds vote to be carried.
- 19.5. No delegations shall be permitted to speak on a Notice of Motion to reconsider.
- 19.6. A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution, resulting in legally binding commitments that are in place on the date the Motion to reconsider is considered by Council.

20. Appointments to Committee's, Boards, Commissions, Special Purpose Bodies and Other Statutory Positions

- 20.1. All Council appointments to various Boards, Commissions, Special Bodies and other statutory positions shall be made at the required time by resolution of

Council or by a Mayoral Decision in accordance with the powers vested to the Mayor under O. Reg. 530/22 or except where specifically required by by-law.

- 20.2. The Head of Council shall be an ex-officio Member of all Town Advisory and Ad-hoc Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any Meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed Meeting agenda.

21. Amendment To This By-law

No amendment or repeal of this by-law or any part thereof shall be considered at any Meeting of the Council unless notice of proposed amendment or repeal has been given at a previous regular Meeting of the Council and the waiving of this notice by the Council is prohibited.

22. Suspension of Rules

Except as specifically noted to the contrary, any procedure required by this by-law may be temporarily suspended with the consent of two thirds of the Members of the Council or Committee present.

23. Severability

Should any section, subsection, clause, paragraph or provision of this by-law be declared by a court or competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provisions so declared to be invalid.

24. Remarks

In this By-law, words in the singular include the plural, words in the plural include the singular and words importing the masculine gender include the feminine and neuter genders where the context so requires.

25. Repealed

By-law No. 2943-16, as amended, is hereby repealed in its entirety.

26. Effective Date

This by-law shall come into force and effect upon the final passing thereof.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this ___ day of ___, 2025.

, Mayor

, Clerk

REGULAR COUNCIL MEETING AGENDA

Monday mm/dd/yyyy | 4:00pm
 Council Chambers | Civic Centre

CHAIRPERSON – Mayor Sue Paterson

- 1. NATIONAL ANTHEM**
- 2. CALL TO ORDER**
- 3. LAND ACKNOWLEDGEMENT STATEMENT**
- 4. DISCLOSURE OF PECUNIARY INTEREST**
- 5. AGENDA ADDITIONS OR DELETIONS**
- 6. HEALTH AND SAFETY MESSAGE** (first meeting of the month)
- 7. PUBLIC MEETING UNDER THE PLANNING ACT** (only include when public meeting being held & include Clerk's statement to be read as to purpose of meeting)
 - 7.1. Report PB-05-24 – Public Meeting Zoning By-law Amendment 3297-24 (File Z1-24)
- 8. DELEGATIONS**
- 9. COUNCIL MINUTES**
 - 9.1. Regular Council Meeting Minutes – February 20, 2024
 - 9.2. Committee of the Whole Meeting Minutes – March 4, 2024
- 10. BUSINESS ARISING FROM THE MINUTES** (only include when Notice of Motion has been presented at a previous meeting)
- 11. CONSENT AGENDA** (items on the consent agenda can be adopted in one motion, or upon the request of a member an item may be discussed and voted on separately)
 - 11.1. Report PR-06-24 – Canada Day 2024
 - 11.2. Report PB-07-24 – Municipal Law Enforcement Quarterly Report
 - 11.3. Committee of Adjustment Minutes – February 15, 2024
- 12. STAFF REPORTS REQUIRING ACTION**
 - 12.1. Report PB-07-24 – Fence By-law
 - 12.2. Report CAO-03-24 – Saugeen Municipal Airport Joint Municipal Members Meeting

13. COMMITTEES OF COUNCIL MINUTES

13.1. Age Friendly Committee Minutes – February 26, 2024

13.2. Committee of Adjustment – February 15, 2024

13.3. Economic, Tourism and Cultural Development Advisory Committee – February 21, 2024

13.3.1. Cultural Roundtable Subcommittee Meeting Minutes – January 23, 2024

13.3.2. Heritage Subcommittee Meeting Minutes – January 18, 2024

13.4. Parks, Recreation and Culture Advisory Committee Minutes – February 28, 2024

13.4.1. Splash Pad Development Ad Hoc Committee Meeting Minutes – February 7, 2024

14. BY-LAWS

14.1. By-law 3296-24 – Building By-law

14.2. By-law 3297-24 - Zoning By-law Amendment Z1-24

14.3. By-law 3298-24 - Fence By-law

15. CORRESPONDENCE REQUIRING ACTION

16. NOTICE OF MOTION

17. GOOD NEWS AND CELEBRATIONS

18. UPCOMING COMMITTEE MEETINGS

18.1. Age Friendly Committee - April 15, 2024 | 10:00am

18.2. Economic, Tourism & Culture Development Committee - March 20, 2024 | 9:00am

18.3. Cultural Roundtable Subcommittee - April 3, 2024 | 10:00am

18.4. Heritage Subcommittee - March 21, 2024 | 10:00am

18.5. Planning Advisory Committee - April 9, 2024 | 4:00pm

18.6. Hanover Police Service Board - March 25, 2024 | 10:00am

18.7. Hanover Public Library Board - March 20, 2024 | 6:30pm

18.8. Parks, Recreation & Culture Advisory Committee - March 27, 2024 | 6:00pm

18.9. Hanover/Walkerton Waste Management Committee - May 14, 2024 | 1:00pm

19. IMPORTANT DATES & ANNOUNCEMENTS

19.1. Next Committee of the Whole Meeting – April 2, 2024 | 4:00pm

19.2. Next Regular Council Meeting – April 15, 2024 | 4:00pm

19.3. Municipal Office Closed - Friday March 29, 2024 (Good Friday)

20. CLOSED MEETING

21. CONFIRMATION OF PROCEEDINGS BY-LAW (to confirm actions taken by council at the current meeting)

22. ADJOURNMENT



May 21, 2025

BY EMAIL: vmcdonald@hanover.ca

Vicki McDonald
Town of Hanover
341 10th Street, Hanover, ON N4N 1P5

Dear Ms. McDonald,

RE: World Elder Abuse Awareness Day, June 15, 2025

I am contacting you on behalf of the Grey Bruce Elder Abuse Prevention Network (GBEAPN) to make you aware of World Elder Abuse Awareness Day (WEAAD). The GBEAPN is a group of organizations and individuals committed to preventing elder abuse through providing public education and awareness about this issue. Providing information about WEAAD is one of our projects to raise awareness about elder abuse.

WEAAD is observed annually on June 15. WEAAD was launched on June 15, 2006 by the International Network for the Prevention of Elder Abuse and the World Health Organization. WEAAD was proclaimed to recognize the significance of elder abuse as a public health and human rights issue.

WEAAD was recognized as a United Nations (UN) Day by UN General Assembly resolution 66/127 adopted in December 2011. The resolution invites all Member States, organizations of the UN system, and other international and regional organizations to observe this day. WEAAD is the one day in the year when the whole world voices opposition to the abuse and suffering inflicted on some members of older generations.

The GBEAPN is asking everyone in Grey and Bruce Counties to help us take a step towards eliminating elder abuse by remembering the importance of respecting older adults on June 15, 2025. We ask the Town of Hanover to draw attention to elder abuse by issuing the attached proclamation for WEAAD. We also ask the Town to fly the WEAAD flag for part of June 2025. Please contact me at 519-370-2200, ext. 33 or at angela.yenssen@gbclclclj.ca to obtain the WEAAD flag if this request is approved.

Sincerely,

[Redacted signature]

Angela Yenssen (she/her), Chair, Grey Bruce Elder Abuse Prevention Network



PROCLAMATION
WORLD ELDER ABUSE AWARENESS DAY
JUNE 15, 2025

- WHEREAS:** Older adults in the Town of Hanover deserve to be treated with respect and dignity and valued as contributing members of society, imparting a wealth of experience and wisdom in our communities; and
- WHEREAS:** The International Network for the Prevention of Elder Abuse proclaimed this day to recognize the significance of elder abuse as a public health and human rights issue; and
- WHEREAS:** The United Nations General Assembly officially recognized this day by resolution 66/127 in December 2011; and
- WHEREAS:** The Town of Hanover recognizes the importance of taking action to invest in creating social change, to **prioritize the** prevention of elder abuse and raise awareness to foster a better understanding of abuse and neglect of older adults and their rights; and
- WHEREAS:** Elder abuse has a significant impact on the lives of older adults and families; and is not limited to race, gender, culture, or circumstance, and regardless of whether the abuse is physical, emotional, sexual, financial or neglect; and
- WHEREAS:** Ageism and social isolation are major causes of elder abuse; and
- WHEREAS:** Recognizing that it is up to all of us, as **citizens, organizations, communities, and governments, to work collectively to prevent violence and abuse of older adults in their homes and communities; and**
- WHEREAS:** Preventing abuse of older adults through improving and maintaining social and health services and systems such as housing, income security, and safety will improve their quality of life and allow them to live independently and contribute to the vibrancy of our municipality; and
- WHEREAS:** Where there is **respect for human rights, equality, and justice** there can be no abuse; therefore, all residents of the Town of Hanover are urged to join this global movement to promote the Rights of Older Adults and Stop Abuse and Restore Respect.
- THEREFORE;** I, **Sue Paterson, Mayor** of the **Town of Hanover** in the Province of Ontario do hereby proclaim June 15, 2025 as **World Elder Abuse Awareness Day** and encourage all residents of the Town of Hanover to recognize and celebrate seniors and their ongoing contributions to the success and vitality of our municipality.

Dated on this _____ day of _____, 2025.

 Signature

Staff Report To Council

From: Laura Christen
Date: June 2, 2025
Report: PRC-05-25
Subject **Volunteer Fair**

Recommendation

That Report PRC-05-25 Volunteer Fair be received for council's information.

Background

Local organizations continue to express growing challenges in recruiting and retaining volunteers. Many experience ongoing shortages that directly impact their ability to deliver services and programs. This issue is not unique to our community and it reflects a broader trend where the demand for volunteer support is rising while the supply of willing and available individuals is declining.

In response to this pressing need, the Parks, Recreation, and Culture (PRC) Advisory Committee suggested the idea of a Volunteer Fair as a proactive step toward building awareness and connecting residents with meaningful ways to contribute their time and talents. Around the same time, the Hanover Public Library had also been exploring opportunities to encourage volunteer engagement. The decision to collaborate and partner together emerged naturally, resulting in a joint event presented by the Town of Hanover and the Hanover Public Library.

Discussion

The primary goal of the Volunteer Fair is to bring a diverse range of organizations together under one roof, making it easier for residents to explore volunteer opportunities and connect directly with the groups that need their support.

The event will take place on June 17th from 4:00 p.m. to 7:00 p.m. on the arena floor at the P&H Centre. To date, 30 vendors have confirmed their participation, representing a wide array of local non-profits, service clubs, cultural groups, and public-serving organizations. Participating organizations will be set up in a trade show-style format, allowing them to showcase their missions, highlight current volunteer opportunities, and engage with residents interested in getting involved.

To encourage community participation and boost attendance, the first 100 attendees will receive free pizza and swim passes. The event has been promoted with the local schools and shared directly with numerous organizations.

The town will also be participating in the Volunteer Fair promoting various volunteer opportunities, including town committee recruitment, the Trail Eyes and Ears program, youth day camp volunteer opportunities, and more.

There is still space available for more vendors to join. Interested groups can contact Brandon Dobson at 519-364-2310 x 2128 or bdobson@hanover.ca for more information.

Financial Implications

Admission is free and there is no fee for organizations to participate in the Volunteer Fair. The objective is to make the event as accessible as possible, and removing any cost to participate helps ensure that all interested groups, regardless of size or resources, can be included.

Staff time for the event will be covered within the existing PRC and Library budgets and the 100 swim passes will be funded through the PRC budget.

Free pizza for attendees is generously sponsored by Dominos Pizza, and the Cultural Roundtable is supporting the event with a dedicated advertising campaign to further promote community participation.

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,

Laura Christen
Director, Parks Recreation & Culture

Sherri Walden
CAO

VOLUNTEER FAIR



Hanover is a vibrant cultural community waiting for you to discover what it has to offer. Join us at the Volunteer Fair and be matched with activities and groups you might be interested in, can volunteer with, and who knows who you might meet!



JUNE 17TH, 2025



4:00PM – 7:00PM



P&H CENTRE | ARENA FLOOR



519-364-2310 ext 2128



bdobson@hanover.ca

**FREE Pizza &
Swim passes for the
first 100 attendees!**

Pizza sponsored by





Staff Report To Council

From: Laura Christen
Date: June 02, 2025
Report: PRC-06-2025
Subject: Canada Day 2025

Recommendation

That Report PRC-06-2025 Canada Day 2025 be received for council's information.

Background

The Canada Day celebration in Hanover has been a longstanding tradition since 1992, and this year's event will be re-located to Town Park and promises to be an exciting one with a wide range of activities planned for the whole family.

Discussion

This year's Canada Day celebration will take place at Town Park, where it originated in 1992, as it will be combined with the grand opening of the new Canadian Tire Splash Pad. The relocation was a natural fit, given the timing of the project's completion and the strong family-friendly focus of both the Canada Day festivities and the Canadian Tire Splash Pad opening. The similarity between these two events provided a unique opportunity to merge the events together.

The event will begin with the official grand opening of the Canadian Tire Splash Pad, including a ribbon cutting ceremony. We will recognize our generous donors and thank the dedicated volunteers whose contributions played a vital role in its planning and development. This ceremony will mark the completion of the project and lead into the day's Canada Day celebrations.

A variety of family-friendly activities have been planned, including inflatables, children's games, balloon twisting, and temporary tattoos. The Rotary Club will host a BBQ, and a funnel cake food truck will also be on site with delicious items available for purchase.

The entertainment lineup features a variety of performances throughout the day, beginning with the Grey Bruce Singers performing O Canada. A children's entertainer will engage younger audiences, followed by popular local artists proving a mix of live music for attendees to enjoy.

Additional parking spaces have been added on the grass areas to improve accessibility for attendees. Parking attendants will also be available to assist visitors during the event.

In addition to the Canada Day celebrations, the town will be bustling with a variety of community events throughout the day. A Canada Day breakfast will be held at the Curling Club from 8:00 to 11:00 a.m. The cost is \$15 for adults and \$8 for children under 12. Youth Unlimited YFC Hanover will be opening the doors of The Deck Youth Centre for a

public open house that includes a festive cookie decorating activity for youth from 11am to 2:30pm.

Financial Implications

The total budget for Canada Day activities is \$7,980. This is funded by a \$3,020 grant from Heritage Canada and approved 2025 Parks, Recreation and Culture (PRC) budget. The Match Eatery is sponsoring the temporary tattoos.

Facility and camp staff coverage for the event is included within the existing PRC budget.

Link to Strategic Plan

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

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

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

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

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

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

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

☐ **Goal 4: Balanced Growth**

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

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

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

Respectfully submitted,

Concurrence,

Laura Christen
Director Parks, Recreation & Culture

Sherri Walden
CAO

CANADA DAY IN HANOVER!

TUESDAY JULY 1ST 2025



📍 HANOVER TOWN PARK

780 7th Avenue, Hanover ON



**FOOD, ENTERTAINMENT, MUSIC, INFLATABLES,
BALLOON TWISTING, TEMPORARY TATTOOS,
GAMES, CRAFTS & MORE!**

10:30am-11:00am **GRAND OPENING OF CANADIAN TIRE SPLASH PAD**

11:00am-2:30pm Inflatables & Children's Games 🎪💰

11:00am-2:30pm Balloon Twisting, Temporary Tattoo's & Crafts 🎈✂️

11:00am-2:30pm Rotary Club BBQ 🍷💰

11:00am-2:30pm Funnel Cake Dream 🍩💰

11:00am-11:05am Opening Remarks from Mayor Paterson & Town Crier 📢

11:05am-11:10am O'Canada performed by the Grey Bruce Singers 🎵

11:10am-11:50pm Rumble & Friends 🥁

12:10pm-1:10pm Emily Power & Rick Fairburn 🎵

1:30pm-2:30pm Dave & The Retros 🎵

**Additional event parking
on grass added for event! 📍**

[HANOVER.CA/EVENTS/CANADA-DAY-2025](https://hanover.ca/events/canada-day-2025)



Additional Canada Day Happenings

- 8:00am-11:00am Charity Breakfast | Hanover Curling Club
- 11:00am-2:30pm Open House & Cookie Decorating | The Deck Youth Centre

TOWN OF HANOVER

VOLUNTEER APPRECIATION DAY

Saturday June 28, 2025

11am to 1pm

Heritage Square

Mayor Paterson and Council look forward to sharing
'Popcorn & Cheer'
with our **AWESOME** community volunteers!

Join us downtown for Music in the Square featuring
Assorted Affair and DIA volunteer specials.

Let's fill the Square with volunteers proudly wearing
their organization's apparel (t-shirt, hat)!

You make us POP with appreciation!

Thank you for all that you do!



COMMITTEE OF ADJUSTMENT MEETING MINUTES

Thursday, May 15, 2025 | 4:00 pm
Virtual Meeting via Zoom

MEMBERS PRESENT Barbara Hicks | Carol Hudson | Larry Lantz | Mark Ebert

OTHERS PRESENT Andrew Wilken, Secretary -Treasurer | Sandeep Kaur, Deputy Secretary-Treasurer | Jordan Whitmore, Building Inspector & Plans Examiner | Matt Rapke, Wilson Developments | Jeffrey Macgregor, Owner of 154 16th Ave Cres | Becky Weltz, Candue Homes

REGRETS Bill Switzer | Brandon Koebel

**DISCLOSURE OF
PECUNIARY INTEREST** None

DELEGATIONS

1. Adoption of November 19, 2025 Regular Meeting Minutes

Moved by LARRY LANTZ / Seconded by MARK EBERT

That the minutes of the November 19, 2025, regular meeting be approved as printed and circulated.

CARRIED

2. Business arising from Minutes

The Secretary-Treasurer informed the committee that Minor Variance Application A4-24, which proposed a 60' x 24' garage in the basement with storage on the main floor totaling a gross building area of 2,880 sq. ft. has been deemed complete, and a building permit has been issued. Additionally, Minor Variance Application A5-24, which proposed a 30' x 25' garage requiring a variance for accessory structure size, is also complete, and construction has commenced.

**3. Consent Application No. B4-25 through B8-25, 5053745 Ontario Inc.-----
260 7th St**

The Secretary-Treasurer advised that the notice for the public meeting was mailed to all commenting agencies on April 29, 2025, in accordance with the *section 53 (5) of the Planning Act, R.S.O. 1990*. The Notice was posted on the Town of Hanover Website, circulated to abutting landowners within 60 metres of the subject lands and was also posted on the subject lands.

The Secretary-Treasurer informed the committee about the proposed consent application for 260 7th Street, where the owner intends to sever the lot to create six new street townhouse units. The property was rezoned in 2024 from R1 to R4-50 to permit this form of development. Each new unit will be serviced with individual municipal water and sanitary connections.

Currently, the municipal sanitary sewer serving this area is located in the rear yard of the existing dwelling and lies within the footprint of the proposed townhouse building. To allow the project to move forward, the proponent must relocate the sanitary sewer line further into the lot, with the Town of Hanover assuming ownership of the new infrastructure. An easement will also need to be granted in favour of the Town over the affected portions of the proposed lots.

The application was reviewed by the Planning Advisory Committee on May 13, 2025, and the committee had no concerns. Grey County planning staff has provided comments and have no concerns regarding the application.

Subsequent to a good discussion with regards to this application, it was then;

Moved by MARK EBERT / Seconded by LARRY LANTZ

That the Consent Applications No. B4-B8-25 be granted subject to the following conditions:

- a) that approval be for this application only;
- b) that the proposed development will not adversely affect nor restrict the uses in the surrounding area;
- c) Development agreement be executed for the municipal sanitary service in the rear yard to the satisfaction of the town;
- d) To allow Right of Way for access to the interior rear yards from one end unit determined by the owner.

CARRIED

4. Minor Variance Application No. A1-25 Candue Homes 2020 Ltd.----- 730 18th Street

The Secretary-Treasurer advised that the notice for the public meeting was mailed to all commenting agencies on April 29, 2025, in accordance with the *section 45 of the Planning Act, R.S.O. 1990*. The Notice was posted on the Town of Hanover Website, circulated to abutting landowners within 60 metres of the subject lands and was also posted on the subject lands.

The Secretary-Treasurer informed the committee about a proposed accessory structure at the back of the house. The applicant is proposing to enclose an existing rear deck, which is currently considered an accessory structure. Once enclosed, the structure becomes part of the primary building, which requires a rear yard setback of 7.5 metres under the zoning by-law. The applicant is requesting a reduced setback of 6.44 metres to accommodate the enclosure. Additionally, the applicant proposes to build a new unenclosed deck in the rear yard that would encroach 2.6 metres into the setback, whereas the by-law permits a maximum encroachment of 1.2 metres.

The application was reviewed by the Planning Advisory Committee on May 13, 2025, and the committee had concerns. Grey County planning staff and Saugeen Valley Conservation Authority have provided comments and have no concerns regarding the application. No comments were received from neighbours.

Subsequent to a good discussion with regards to this application, it was then;

Moved by LARRY LANTZ / Seconded by CAROL HUDSON

That the Minor Variance Application No. A1-25 be granted subject to the following conditions:

- a) that approval be for this application only;
- b) that the proposed development will not adversely affect nor restrict the uses in the surrounding area;

CARRIED

5. Minor Variance Application No. A2-25, Jeffrey Macgregor----- 154 16th Ave Cres

The Secretary-Treasurer advised that the notice for the public meeting was mailed to all commenting agencies on April 29, 2025, in accordance with the *section 45 of the Planning Act, R.S.O. 1990*. The Notice was posted on the Town of Hanover Website, circulated to abutting landowners within 60 metres of the subject lands and was also posted on the subject lands.

The Secretary-Treasurer informed the committee of a minor variance application received for 154 16th Ave Cres. The applicant is requesting a variance to the maximum gross building area to allow for the construction of an accessory building with a total area of 864 sq. ft. Additionally, the applicant is seeking a reduction in the side yard (right) and rear yard corner setbacks from 3.28 ft to 3 ft to accommodate the proposed structure. Currently, the applicant has a shed and swimming pool at the rear of the property, both classified as accessory structures. The zoning bylaw allows for a maximum building area of 600 sq. ft. for all

accessory structures. As a result, the combined area of the shed, swimming pool, and proposed garage exceeds the permitted square footage.

The application was reviewed by the Planning Advisory Committee on May 13, 2025, and the committee had concerns. Grey County planning staff has provided comments and have no concerns regarding the application.

Subsequent to a good discussion with regards to this application, it was then;

Moved by CAROL HUDSON / Seconded by MARK EBERT

That the Minor Variance Application No. A2-25 be granted subject to the following conditions:

- a) that approval be for this application only;
- b) that the proposed development will not adversely affect nor restrict the uses in the surrounding area;

CARRIED

6. Correspondence

NIL

7. New Business

NIL

8. Adjournment

Moved by CAROL HUDSON

That the meeting now be adjourned at 4:25 pm.

Chair, Barbara Hicks

Secretary-Treasurer, Andrew Wilken

**HANOVER POLICE SERVICE BOARD
MINUTES OF MEETING
Tuesday, May 20, 2025
Boardroom, P & H Centre, Hanover, ON**

Present: Chair Selwyn Hicks
Vice-Chair Peter McEwen
Police Service Board Member Dave Hocking
Police Service Board Member Sue Paterson

Chief Chris Knoll
Board Administrator Catherine McKay

Absent: None

DECLARATION OF CONFLICT OR PECUNIARY INTEREST No conflict or pecuniary interest declared.

OPENING OF MEETING

The Chair declared the meeting open at 10:00 a.m..

AGENDA

Motion # 2025-04-035

Moved by: S. Paterson

Seconded by: D. Hocking

That the agenda be amended to add item 6D *Speed Cameras*, that the agenda be accepted as so amended, and that the Board deviate from the agenda if required.

Carried

MINUTES OF THE APRIL 28, 2025 MEETING

Motion # 2025-04-036

Moved by: P. McEwen

Seconded by: D. Hocking

That the Minutes of the April 28, 2025 meeting be adopted as circulated.

Carried

CONSENT AGENDA

The Chair requested that item 4Bii *Implementation of Jury Recommendations – Garlow Inquest* be pulled from the consent agenda and added for discussion as item 6E under New Business.

Motion # 2025-04-037

Moved by: P. McEwen

Seconded by: D. Hocking

That the following Consent Agenda items be received and that the information and correspondence in the consent agenda be received for information.

- A. April 2025 Cheque Register
- B. Correspondence
 - i. Ceremony of Remembrance Message from the IG

Carried

BUSINESS FROM MINUTES

A. Strategic Plan

The Board decided that the time frame for the plan should be from 2025 to 2029 and it will be presented to Hanover Town Council along with the 2024 Annual Report following Board approval of the Annual Report.

Motion # 2025-04-038

Moved by: S. Paterson

Seconded by: P. McEwen

That the Strategic Plan cover the period 2025 – 2029 and that the Board adopt the plan as so amended.

B. Policy Review

A series of meetings will be set up for the working group to review the draft policies to ensure compliance

These minutes are considered to be in draft form until signed by the Chair and the Secretary.

with the Community Safety and Policing Act. The group will make recommendations to the Board on the adoption of new policies.

C. Clarification of Fleet Management Charges

A charge of \$6.78 is applied to every vehicle by the fleet management company.

NEW BUSINESS

6. New Business

A. OAPSB Zone 5 Meeting, Tuesday, May 27, 2025

The Chair, the Chief and the Administrator will attend the meeting to be held at the Waterloo Regional Police Central Division in Kitchener.

B. Restrictions on Secondary Activities

There were no restrictions on secondary activities to report.

C. Handling of Discipline

There was no handling of discipline to report.

D. Speed Cameras

Mayor Paterson asked the Chief if traffic cameras would increase safety. The Chief noted that these cameras automatically issue a ticket to the registered owner of the vehicle, and there are no demerit points resulting from the tickets. These cameras are effective at reducing speed, making the roads safer, although public education is important prior to implementation since the public often sees such cameras as a “tax grab”, rather than as a public safety initiative. Cameras could be effective in reducing speed, particularly on 7th Avenue and 10th Street, and would benefit the Police Service because police resources that are devoted to traffic during the day when calls for service are heaviest could be redirected to more serious calls. Board members were in favour of traffic cameras as a safety issue and felt that while there might be complaints initially, the public would come to see them as a benefit. It was noted that there are private companies that can install and manage the cameras. The Chief stated that there have been two fatal traffic accidents in Hanover in his time as Chief, both involving pedestrians and not as a result of speeding. Exploring what other municipalities have done would be useful and the question of how to deal with complaints and disputes would have to be clarified. The Chief recommended to the Board that it request that Hanover Town Council explore traffic enforcement cameras, including speed cameras and red-light cameras, to make the streets safer,.

Motion # 2025-04-039

Moved by: D. Hocking

Seconded by: P. McEwen

That the Board accept the Chief of Police’s recommendation that traffic enforcement cameras, including speed cameras and red-light cameras, be explored and that the recommendation be forwarded to the Chief Administrative Officer for the Town of Hanover.

Carried

E. Implementation of Jury Recommendations – Garlow Inquest

The jury made recommendations to all police services in Ontario regarding the provision of crisis intervention training for officers. A regulation under the Community Safety and Policing Act now requires every police service to provide annual crisis intervention training. The Hanover Service has partnered with West Grey and Saugeen Shores Police Services to deliver the training, with the first sessions to take place in November and December 2025.

CHIEF’S REPORT & OPERATIONAL REPORT

The service has applied for an order under the Dog Owners’ Liability Act to have the three large dogs that injured an officer destroyed, although this process may take some time.

Motion # 2025-04-040**Moved by:** P. McEwen**Seconded by:** D. Hocking

That the Board accept the Chief's Report for the period April 29 to May 16, 2025 and the Operational Report for Q1 of 2025 as presented.

Carried**IN CAMERA SESSION****Motion # 2025-04-041****Moved by:** P. McEwen**Seconded by:** D. Hocking

That the Board convene in closed session at 11:36 a.m. under section 44 (2) of the Community Safety and Policing Act to discuss personal matters about an identifiable individual, including members of the Police Service or any other employees of the Board; labour relations or employee negotiations; litigation or potential litigation affecting the Board, including matters before administrative tribunals; and an ongoing investigation respecting the police service Board.

Carried

The Hanover Police Service Board reconvened in open session at 12:13 p.m. and the Chair confirmed that the Board had gone in closed session under section 44 (2) of the Community Safety and Policing Act and discussed matters relating to discuss personal matters about an identifiable individual, including members of the Police Service or any other employees of the Board; labour relations or employee negotiations; litigation or potential litigation affecting the Board, including matters before administrative tribunals; and an ongoing investigation respecting the Police Service Board.

ADJOURNMENT & NEXT MEETING**Motion # 2025-04-042****Moved by:** D. Hocking**Seconded by:** P. McEwen

That the Board adjourn at 12:15 p.m. to meet again on Tuesday, June 16, 2025 at 10:00 a.m. in the Boardroom, P&H Centre, or at the call of the Chair.

Carried

Selwyn Hicks, Chair

Catherine McKay, Secretary/Administrator

SAUGEEN MOBILITY **and REGIONAL TRANSIT**

GENERAL BOARD MEETING MINUTES

Friday, April 25, 2025, 10:00 a.m.

Boardroom, 603 Bruce Rd 19, Walkerton, ON & via Zoom

Board Members Present: Kym Hutcheon, Deputy Mayor, Brockton, Chair
Warren Dickert, Deputy Mayor, Hanover, past Chair
Ed McGugan, Councillor, Huron-Kinloss, past Chair
Doug Townsend, Councillor, West Grey
John Divinski, Councillor, Saugeen Shores
Scott Mackey, Mayor, Chatsworth
Mike Hinchberger, Councillor, Kincardine
Monica Singh-Soares, Councillor, Southgate (via Zoom)
Joel Loughhead, Councillor, Grey Highlands (via Zoom)

Absent members: Jennifer Shaw, Deputy Mayor, Arran-Elderslie, Vice Chair

1. Call to Order

The Chair called the meeting to order at 10:01 a.m.

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of Agenda Motion

Motion Moved by John Divinski; Seconded by Scott Mackey.

That the agenda be accepted as presented.

Carried

4. Minutes of the Previous Meeting – March 21, 2025

Motion Moved by Warren Dickert; Seconded by Mike Hinchberger.

That the minutes from March 21, 2025, be approved as presented.

Carried

5. Delegation – None

6. Business Arising from the Minutes - none

7. Correspondence - email from Stephanie Stewart dated March 18, 2025

An update was provided on the Grey and Bruce Future Service Model. A \$50,000 federal grant has been secured, with a pending application for \$75,000 through the Rural Transit Solution Fund. The study will explore integrating various service providers and maintaining a point-to-point model appropriate for rural areas. Software vendors RideCo, Blaise Transit, and Via have been identified for further review. Dufferin and Bruce Counties are participating, and discussions are ongoing with Home & Community Support Services (HCSS).

Motion Moved by Mike Hinchberger; Seconded by John Divinski.

That the Manager works with the Grey & Bruce Future Service Model team to investigate the integration of transit services within Grey & Bruce counties.

Carried

8. New Business

A. Service agreement between Kincardine and Saugeen Mobility

Discussions in Kincardine resulted in two options: Purchase a vehicle (approximately \$150,000) for greater operational flexibility or leasing a vehicle (approximately \$10,000/year) for easier exit if the pilot project does not continue. Board members noted that while leasing provides flexibility, purchasing allows the Municipality to repurpose the vehicle for broader use outside of SMART operations if needed. Both options will be presented transparently to Council.

Motion Moved by Scott Mackey; Seconded by Warren Dickert.

That the Manager collaborate with Loucks & Loucks to confirm the legal validity of the agreement, with the intention of forwarding the finalized document to Kincardine Council for consideration, after prior review by this Board.

Carried

B. Student from Saugeen First Nation

The Board discussed initiating contact with Saugeen First Nation to explore SMART service expansion, while understanding operational challenges that include staffing and deadhead mileage costs.

Motion Moved by John Divinski; Seconded by Scott Mackey.

That the Manager and the Chair contact a Saugeen First Nation representative to discuss SMART service in that area.

Carried

C. Budget update

The Manager presented the budget report. Board members requested future reports include forecasting alongside actuals and budgeted amounts to better support financial planning. The Manager confirmed that gas tax rebates are calculated based on kilometers driven, and SMART benefits from a corporate fuel agreement with Esso. The Manager will look at using the drivers' Visa cards to pump fuel in stations that have lesser prices.

Motion Moved by Mike Hinchberger; Seconded by John Divinski.

That the budget report be accepted for information.

Carried

D. Summer student

The Manager reported receiving a grant for a summer student to assist with general administrative tasks, including updating records and support financial reporting.

Motion Moved by Warren Dickert; Seconded by Scott Mackey.

That the Manager hire a Summer student at a cost for SMART of \$544.

Carried

9. Reports and Recommendations

A. Report on March 25 operations

The March operations report noted that deadhead kilometers represented approximately 62% of total kilometers driven. Discussions included strategies to minimize deadhead mileage through driver hiring practices and dispatch management. Board members suggested developing a dashboard to monitor deadhead mileage and setting a realistic target to guide continuous improvement efforts.

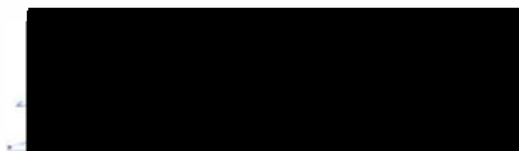
Motion Moved by Scott Mackey; Seconded by John Divinski.
That the report on March 2025 operations be accepted as presented.
Carried

10. Closed Session

Motion Moved by Mike Hinchberger; Seconded by Warren Dickert.
That the Board convene in closed session at 11:03 a.m. to discuss an ongoing investigation respecting the Board by the Ombudsman appointed under the Ombudsman Act, Litigation or potential litigation, including matters before administrative tribunals and Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. And to discuss matters about an identifiable individual, including Board employees, and labor relations or employee negotiations.
Carried
The Board reconvened in open session at 11:32 a.m.

11. Adjournment & Upcoming Meeting Date

Friday, May 16, 2025, 10:00 a.m.
Motion Moved by Warren Dickert; Seconded by Ed McGugan.
That the Board meeting be adjourned as of 11:35 a.m.
Carried



Kym Hutcheon, Chair



Cassandra Cesco, Recording Secretary



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, May 21, 2025, 1:00 p.m.
Boardroom, Saugeen Municipal Airport

Commissioners Present: Dave Hocking, Chair
Tom Hutchinson, Vice Chair
Victor Danielli
Moe Hanif
Carl Kuhnke

Absent: None

Others: Tim Olds, Airport Manager
Catherine McKay, Secretary
Iga Czerniak, Co-op Student

1. Call to Order

The Chair called the meeting to order at 1:00 p.m..

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the agenda for May 21, 2025 be approved as presented.

Carried

3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest - None declared.

4. Adoption of Minutes of April 16, 2024

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the minutes of the April 16, 2025 meeting be approved as circulated.

Carried

5. Business Arising from Minutes

A. Memorandum of Understanding

A letter dated May 16, 2025 from Fiona Hamilton, Director of Legislative and Legal Services (Clerk) of the Municipality of Brockton was circulated which stated that the municipality “will not consider signing a Memorandum of Understanding regarding economic development projects related to the Saugeen Municipal Airport until an updated cost sharing agreement has been negotiated and finalized to the satisfaction of all members.” Commissioners discussed the letter, noting the Memorandum of Understanding does not seem to be dependent on the cost sharing agreement being finalized. The Chair stated that he had spoken to Ms. Hamilton and a response is not required to the letter.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Municipality of Brockton’s letter of May 16, 2025 regarding the Memorandum of Understanding be received for information.

Carried

B. Barns2Beaches Music Tour

The status of the project was reviewed and the Friends of the Saugeen Airport/COPA 54 have agreed to help with parking. Signage is available from past events to direct patrons to the handicapped parking area. A JDSS student who is an Air Cadet will organize a cleanup crew for the Sunday following the event.

The Municipality of Brockton has passed resolutions permitting exemptions from the Outdoor Festivals and Noise By-laws and declared the event a Municipally Significant Event. The Commission expressed its appreciation for these actions.

C. Municipal Flags

The Chair thanked the municipal representatives for providing new flags to fly at the Airport entrance.

D. Funding Agreement

The Chair referred to his discussion with Ms. Hamilton of the Municipality of Brockton regarding the Memorandum of Understanding and the Commission discussed how best to address the issue of negotiating a new funding agreement.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Saugeen Municipal Airport Commission recommend that a working group be set up to renegotiate the current municipal cost-sharing agreement for the Saugeen Municipal Airport and that the group consist of the Mayors and Chief Administrative Officers of the three municipalities, and the three municipally appointed representatives on the Commission.

Carried

The Secretary was directed to forward the above resolution to Ms. Hamilton with a copy to the Clerks of the Town of Hanover and the Municipality of West Grey along with Ms. Hamilton's letter of April 10, 2025.

6. Reports

A. APM's Report

The Airport Manager noted that the price of fuel has gone from \$1.76 to \$1.59 and the volume of fuel sold has increased considerably. Iga Czerniak, a student in Aviation Management at Georgian College, Barrie campus, has been hired as a co-op student for the summer and has already shown herself to be an asset. The sign on County Road 4 advertising the airport, the flight academy and the restaurant will soon be installed and is approximately 6' x 7' and two sided so as to be seen in both directions.

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the APM's report for April - May 2025 be received for information.

Carried

B. COPA 54/Friends of the Saugeen Municipal Airport Update

The meeting held on May 10, 2025 was well attended. Members were enthusiastic about the Barns2Beaches event and a number volunteered to assist with parking. The Rust Remover event was postponed to September 14 due to Transport Canada personnel being unavailable for the date in April. A Celebration of Life for Ron Fleet will be held on June 21, 2025 from 2:00 to 4:00 p.m. in his hangar. The Kids Fly SMA event is set for June 28, 2025, with the rain date being June 29. Advertising posters and card are being prepared. The smoked pork chop BBQ will take place on August 23, 2025 as a fundraiser for the Canadian In Flight Information Broadcast (CFIB). The Airport Manager noted that many pilots have expressed their thanks for the CFIB.

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the COPA 54/Friends of the Saugeen Municipal Airport Update be received for information.

Carried

7. Accounts

A. Financial Statements as of April 30, 2025

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the financial statements dated April 30, 2025 be approved as presented.

Carried

8. Correspondence Requiring Action

There was no correspondence requiring action.

9. New Business

A. New Logo

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the new logo for the Saugeen Municipal Airport be approved as submitted for use as of May 21, 2025.

Carried

B. Co-op Student

This item was covered in the Manager's Report.

10. Closed Session

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the Commissioners of the Saugeen Municipal Airport enter into Closed Session at 1:50 p.m. in accordance with Section 239(2) of the Municipal Act in order to address personal matters about an identifiable individual, including employees/contractors and an ongoing investigation respecting the Commission by the Ombudsman appointed under the Ombudsman Act.

Carried

The Saugeen Municipal Airport reconvened in open session at 2:02 p.m. The Chair confirmed that the Commission had gone in closed session in accordance with Section 239(2) of the Municipal Act and discussed personal matters about an identifiable individual, including employees/contractors and an ongoing investigation respecting the Commission by the Ombudsman appointed under the Ombudsman Act.

11. Direction Coming out of Closed Session

There was no direction required.

12. Adjournment and Next Meeting

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the Saugeen Municipal Airport Commission adjourn at 2:05 p.m.

Carried

Dates to Remember

SMA Regular Meeting, Wednesday, June 18, 2025, Saugeen Municipal Airport, 1:00 p.m.

Kids Fly SMA, Saturday, June 28, 2025, Saugeen Municipal Airport, registration at 9:00 a.m. - 2:00 p.m.

SMA Regular Meeting, Wednesday, July 16, 2025, Saugeen Municipal Airport, 1:00 p.m.

Barns2Beaches Music Tour, Saturday, July 26, 2026, Saugeen Municipal Airport, 5:00 p.m.

SMA Regular Meeting, Wednesday, August 20, 2025, Saugeen Municipal Airport, 1:00 p.m.

David Hocking, Chair

Catherine McKay, Secretary



SAUGEEN
MUNICIPAL AIRPORT

May 2025 Manager's Report

Fuel Sales

- **100 LL:** \$14,642.59 (5,527.900 units)
- **Jet A:** \$5,436.41 (2,552.300 units)
- **Total:** \$20,079.00 (8,080.200 units)

Landings

- 144
- 3 Commercial landings

News at the airport

- The sign for Highway 4 has been approved. See below for the format.
- All the parts are ready for the fuel tank to be retrofitted.
- We have signed a new phone contract with Chatr, Rogers pay as you go service. It has most of the same features including the ones we need for \$19.95 a month, which equates to a \$600 plus savings for the year.
- Global payments has been in touch as well with a price reduction in processing fees for our debit terminal and fuel pod.
- McDougall Energy has also approved a rate reduction in fuel prices. I will advise when I get concrete numbers.
- I have hired a co-op student/Assistant for the summer months. Her name is Iga Czerniak. She is a student in Aviation Management at Georgian College, Barrie campus. Her skills have already been an asset to the airport and to me.
- Barns2Beaches work is underway with many of the requirements being fulfilled such as portable washrooms booked, stage rented, applicable permits applied for, looking for more fencing now.



SAUGEEN

MUNICIPAL **AIRPORT**

519-364-3220



Grey County Council and Committee of the Whole Highlights

Grey County Council met May 22, 2025, in the Grey County Council Chamber and virtually on Zoom. The meeting was immediately followed by a session of Committee of the Whole. A recording of the meeting can be found on the [Grey County YouTube Channel](#).

County Council

- Council accepted the minutes of the May 8 Grey County Council and Committee of the Whole meetings. [Council](#) [Committee](#)
- CAO Randy Scherzer welcomed Deputy CAO Niall Loble to his new role.
- CAO Scherzer highlighted national Public Works Week and recognized Grey County Transportation Services staff for the important role they play maintaining roadways and keeping them safe. CAO Scherzer also acknowledged Paramedic Services Week and thanked Grey County Paramedic Services for their commitment to community care.
- Council acknowledged Warden Andrea Matrosov's appointment to the board of the Great Lakes and St. Lawrence Cities Initiatives (GLSLCI). GLSLCI has 325 members in Canada, the United States, First Nations and Tribal Nations. Warden Matrosov spoke to the recent annual general meeting she attended in Milwaukee. The initiative expressed opposition to the blanket tariffs enforced by the United States and reaffirmed support for water quality, water access and equity. This includes a commitment to upholding the Great Lakes–St. Lawrence River Basin Water Resources Compact and the banning of out of basin diversions.

Committee of the Whole

- Director Spicer provided a summary of the May 13 Budget and Finance Committee meeting. At the meeting the committee heard a summary of the Transportation Services department's 10-year capital plan and details of how projects are considered. The committee also approved the audit service plan report. [Minutes](#)
- Council approved an official plan amendment to redesignate lands for a development known as Thornbury Acres in the Town of The Blue Mountains. The lands will operate with a "Special Agricultural" designation to allow agricultural uses along with a residential farm co-operative. [Report](#)
- Council appointed five members to the newly formed Joint Municipal Services Committee. This committee will explore which municipal services have the potential to be shared among two or more municipalities across Grey County. [Report](#)
- Staff provided a summary of *Bill 5, Protect Ontario by Unleashing our Economy Act*, a newly proposed bill from the province which aims to protect Ontario's critical minerals and energy sector. Staff highlighted areas of potential concern

Grey County Council and Committee of the Whole Highlights

that may impact municipalities. The commenting window was short and has already closed. [Letter Presentation](#)

- Staff provided a summary of *Bill 17, the Protect Ontario by Building Faster and Smarter Act*. Staff shared concerns with some aspects of the Bill which will impact municipalities. The Bill is proposing changes that will affect several current acts, including *The Development Charges Act*, *Building Code Act*, *Planning Act* and more. Council discussed their concerns. Comments will be provided to the province by the June 11 deadline. [Letter Presentation](#)
- Grey County passed a motion to option back a portion of unused lands previously donated to Brightshores Health System (Markdale Hospital lands). Staff will negotiate an agreement with Grey Highlands to sell a portion of these lands to the municipality.
- Council discussed potential delegation requests for the upcoming Association of Municipalities of Ontario Conference in August. Delegations are an opportunity for councils and staff to meet with ministers and their staff to discuss important issues. Grey County will request delegations for the following topics:
 - Requesting continued funding for small business enterprise centres beyond March 31, 2026.
 - Requesting sustainable funding and investment into rural colleges and universities.
 - Requesting continued and permanent funding for community paramedicine beyond March 31, 2026, and requesting to simplify duplicate funding reporting. In addition, the delegation will also request an increase to paramedic services funding in line with inflationary increases.
 - Requesting long-term care redevelopment projects already underway be eligible for the 2025 funding model. Also asking for clarity to be provided around the requirements for vulnerable sector checks.