



## STAFF REPORT

**To:** Mayor and Members of Council  
**From:** Meghan Townsend, CAO/Clerk  
**Meeting Date:** June 10, 2025  
**Report Number:** 2025-093  
**Subject:** Grand Valley Public Library land decision

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### Recommendation

**THAT** Council receive Report – Grand Valley Public Library land decision,  
**AND THAT** Council authorizes the use of Development Charges funding to pay for a viability development plan and asks the Board to prepare a scope of work for consultant assistance with this plan so that an RFP can be issued when they are ready to proceed with next steps.

### Executive Summary

#### Purpose

To present Council with the Library Board's response to the proposed lands for a new library facility.

#### Key Findings

The Library Board has chosen the lands abutting the Upper Grand Trailway, at 242 Water Street. They have asked if Development Charges funding could be used to pay for a viability study for the site.

## Financial Implications

Development Charges can be used for growth-related studies; therefore, their request would be an eligible expense. While it was not in the 2025 budget, a resolution of Council would authorize the expense.

## Report

### Background

Grand Valley's library is in need of expansion, along with the expansion of our community. At the March 11, 2025 meeting, Council considered options for the library, and in Resolution 2025-03-15, Council directed staff to contact the Library Board to see if either the Town owned site at 23 Mill or 242 Water Street is suitable. A letter was sent to the Board on April 8, 2025 for their review. That letter is attached as Attachment 1.

### Discussion

The Board has sent a response to the Town (see Attachment 2). They have selected 242 Water Street as a potential location. In order to investigate this option further, the Board has requested financial assistance to pay for a viability development plan. They are wondering if the Town's Development Charges reserve could be used for this purpose.

In the 2024 Development Charge Background Study, the Town included Infrastructure Costs for additional library space. See Table 5-2 below, extracted from the Study.

Table 5-2  
Infrastructure Costs Covered in the D.C. Calculation – Library Services

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2024 to 2034									95%	5%
1	Provision for Additional Space	2024-2034	18,152,800	10,463,291	5,717,059	1,972,451	-		1,972,451	1,873,828	98,623
2	Provision for Collection Materials	2024-2034	764,940	-		764,940	-		764,940	726,693	38,247
			-	-		-	-		-	-	-
	Reserve Fund Adjustment		-	-		-	-		(566,933)	(538,586)	(28,347)
	<b>Total</b>		<b>18,917,740</b>	<b>10,463,291</b>	<b>5,717,059</b>	<b>2,737,390</b>	<b>-</b>	<b>-</b>	<b>2,170,457</b>	<b>2,061,934</b>	<b>108,523</b>

A capital plan for building the facility is an eligible expense under the Development Charges Act. The Town would require the Board to determine what work would be needed to create this plan so that they could conduct a Request for Proposals to obtain the services of a qualified consultant to assist them.

### **Financial Impact**

Because the expense of the proposed viability development plan was not contemplated in the Town's 2025 by-law, a resolution of Council authorizing the expense is required. Given that the plan may take more time than what remains in 2025, any costs not covered in 2025 would be included in the 2026 budget.

### **Consultations**

Joanne Stevenson, CEO, Grand Valley Public Library

### **Attachments**

Attachment 1 – Letter to Grand Valley Public Library Board

Attachment 2 – Response from Grand Valley Public Library Board

### **This report was submitted by**

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### **This report was approved by**

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