



## STAFF REPORT

**To:** Mayor and Members of Council  
**From:** Meghan Townsend, CAO/Clerk  
**Meeting Date:** June 10, 2025  
**Report Number:** 2025-095  
**Subject:** CAO Progress Update

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### Recommendation

**THAT** Council receives the Report – CAO Progress update for information purposes.

### Executive Summary

#### Purpose

To give Council an update on ongoing projects, outstanding directives and other items of which Council should be made aware.

#### Key Findings

Many projects underway, and updates on each are provided.

#### Financial Implications

None

## Report

### Discussion

Task	Start/Resolution Number	Estimated Completion	Discussion/Update
<b>County Property Tax Breakdown request</b>	2025-05-33	June 10, 2025	Council requested that the County supply literature and information regarding a breakdown of the 2025 county budget. Resolution sent to the County. They advised that they do not have room in their budget nor staff capacity to do so in 2025 but will discuss with all Treasurers to consider options for 2026.
<b>Recent Weather Emergencies</b>			Debrief occurred April 24. Report to all Councils pending from the CEMC, which will include both the flood and freezing rain events.
<b>BetterHomes Dufferin initiative</b>			No update
<b>Potential future use of municipal building</b>	2025-03-16	Q3 2025	No progress - Report on the existing building at 5 Main Street North as suitable for a municipal building in the future.
<b>Library expansion plans</b>	2025-03-16	Q2 2025	Report on agenda.
<b>Rogers Fibre to the Home project</b>		Year End 2025	Rogers is restarting project work with fall completion date still anticipated.
<b>Trailway Agreement with Amaranth</b>		Q1 2025	No update - CAO emailed Amaranth CAO on February 27, 2025 requesting that their Public Works department manage the brushing of the trail for 2025. No response. Will follow up. Request for Amaranth to consider assuming ownership and operation of the trail for the section within their township has yet to be presented.
<b>23 Mill Street Site Remediation</b>	2023-05-06 2024-10-13 2025-01-36	Ongoing	Consultant has documentation under their care and control. Once a path forward has been chosen and a new engineering firm chosen to assume responsibility for the contamination, the documents will be transferred to the new consultant for their care and control.
<b>Sale of Gravel Pit lands in</b>	2023-08-06	Spring 2025	Working with legal to prepare for sale. Final tender to be issued shortly.

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<b>Southgate Township</b>			
<b>Gateway Signage</b>	2024-06-35	Ongoing	4 signs to be installed in spring as discussed at Council. Additional signage to be discussed at future meeting.
<b>Various Engineering Projects</b>		various	<ul style="list-style-type: none"> <li>Landfill monitoring reduction – annual monitoring report on agenda. Reply from Ministry regarding decrease in monitoring is still pending from MOECP.</li> <li>Scott Street Development – Negotiations for next steps of the project continue between the developers.</li> <li>Ritchie swale project – waiting for response from Condo board on proposed plan of action.</li> <li>South-East Sewage Pumping Station – final Hydro One construction contract execution in progress. All parties have signed off that the design is satisfactory.</li> <li>Luther Road Infiltration – construction postponed to 2026. Completing design and tender package in 2025.</li> </ul>
<b>Water Taking program</b>		Q2 2025	No update - Council requested a report on water taking from the municipal water system by private entities, along with pricing recommendations if water taking is feasible.
<b>Land in Amaranth Township</b>	2022-04-06 2025-03-16	YE 2025	No update - Staff to investigate possibility of using this property as snow storage for the Town.
<b>Various Grant Opportunities</b>	2024-09-24 2024-09-25 2024-09-26 2024-09-27 2024-09-28	Various	<ul style="list-style-type: none"> <li>Community Sport and Recreation Infrastructure Fund – 2 streams <ul style="list-style-type: none"> <li>application for arena roof submitted. Received notice that we were not approved.</li> <li>Application for Concession 2-3 park submitted. No response.</li> </ul> </li> <li>Health and Safety Water Stream – funding for water infrastructure projects for public health and safety has reopened. CAO discussing</li> </ul>

Task	Start/Resolution Number	Estimated Completion	Discussion/Update
			<p>application options with water and wastewater operators and with engineers.</p> <ul style="list-style-type: none"> <li>Ontario Trillium Foundation, Capital Stream – funding applied for towards siding and flooring work in the arena. No response.</li> </ul>
<b>Building Department Agreement with County</b>		Q3 2025	In progress. CAO has not had opportunity to address this issue due to other priorities. The agreement between the County and the 6 participating municipalities is up for review and a Draft was discussed at recent CAO's meeting.
<b>Canine Control Contract</b>	2024-05-35	Q2 2025	RFP for canine control has been issued. Closes June 13, 2025.
<b>Dog Count</b>	2024-05-20	September 30, 2025	Half of village and part of rural area complete. Requesting until the end of September to finish all properties so that staff time can be scheduled among the other priorities.
<b>Use of Town lands to access rear yards of private property</b>	2024-07-08	Q1 2025	No update - work with Burnsides to create policy and process for future requests for accessing private lands through Town property.
<b>Sponsorship/ Naming Rights program</b>			Staff to connect with consultant to provide update on progress, and request delegation to Council on next steps.
<b>Traffic Violation Reimbursement Policy</b>		Q1 2025	Complete. Will be removed from report.
<b>Medical Dental Centre – transfer from Board</b>		In progress	Report to Amaranth and East Garafraxa in progress. Report on agenda regarding lease opportunity with medical office.
<b>Tornado 40<sup>th</sup> Anniversary Commemoration</b>		May 2025	Event was very successful and seemed well received by those who attended.
<b>Donation Program</b>	2025-02-45	Q4 2025	Staff to prepare a donation requests program prior to the 2026 Budget.
<b>By-law services</b>	2025-04-29	Q2 2025	No update - CAO to investigate possibility of contracting our By-law Officer to other municipalities. Also to report back on possible proactive enforcement and increased parking enforcement.

<b>Task</b>	<b>Start/Resolution Number</b>	<b>Estimated Completion</b>	<b>Discussion/Update</b>
<b>Fire Department Services for the community</b>	2024-12-27	Q3 2025	Report on costing and board transition in progress. Report on agenda regarding firefighter recruitment.
<b>County-wide Joint Planning and Economic Development Meeting</b>		June 12, 2025	Reminder that event will be at Monora Park. It starts at 5pm with dinner followed by meeting at 6pm. All Councillors are strongly encouraged to attend.
<b>Potential Canada Post Strike</b>			Staff are planning for the possibility of issuing invoices and tax bills during the strike, should the strike action escalate.
<b>OPP Cost Recovery Model</b>	2025-05-38		CAO will attend an engagement webinar and suggest that municipal Automated Speed Enforcement costs be deducted from the policing contract costs.
<b>Town Hall Janitorial</b>		August 2025	Contractor for janitorial services in the town office and library has put in her retirement notice. New cleaning company to be secured by RFT. Working with Library to determine scope of work. Planning to reduce scope for Town to one day per week for May-Oct and twice per week in remaining months when there is more dirt tracked in.

**Financial Impact**

None.

**Consultations**

None.

**Attachments**

None

**This report was submitted by**

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