



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: November 10, 2025
Report Number: 2025-208
Subject: CAO Progress Update – December 2025

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
Development Funding – requests for assistance		ongoing	CAO submitted delegation request so that we may address the Minister of Municipal Affairs and Housing at the ROMA conference in January. CAO submitted request to meet with the Parliamentary Assistant to the Minister of Municipal Affairs and Housing.
Historical Commemoration on Cairn	2025-11-44	Q3 2026	CAO working with Historical Society for installation of commemorative plaques on the cairn at the Main/Amaranth intersection. Grand Valley and Indigenous history to be included.
Potential future use of municipal building	2025-03-16	Q2 2026	Report on the existing building at 5 Main Street North as suitable for a municipal building in the future – no update
Library expansion plans	2025-03-16	ongoing	RFP for Feasibility Study for proposed site and proposed library expansion plan has been issued.
Rogers Fibre to the Home project		Year End 2025	Synergy advises that they are on track to finish by year end. Rogers will then decide when they are ready to offer their service to the public.
Trailway Agreement with Amaranth		Q2 2026	No update. CAO to connect with their CAO and superintendent to discuss.
23 Mill Street Site Remediation	2023-05-06 2024-10-13 2025-01-36	Ongoing	Funding towards contribution to flooring has been sent to Air Cadets.
Sale of Gravel Pit lands in Southgate Township	2023-08-06 2025-10-15	Spring 2026	Property has been listed at \$1.25 million per council direction. Confidential Offer to be discussed in closed session.
Gateway Signage	2024-06-35	Ongoing	Deputy Clerk working with community groups to have their logos attached. Additional signage proposal to be presented.

Task	Start/Resolution Number	Estimated Completion	Discussion/Update
Various Engineering Projects		various	<ul style="list-style-type: none"> • Landfill monitoring reduction – MECP has replied to Burnside’s submission and appears to be willing to reduce our reporting requirements. Final approval pending. • Scott Street Development – update will be provided with budget. • Ritchie swale project – at Council’s request, CAO asked if alternatives to the proposed easement could be looked at. To address one issue presented by the Board, some minor re-grading was completed by Town PW staff to correct drainage into storm pond on Town property near their parking lot. • South-East Sewage Pumping Station – report on agenda • Luther Road Infiltration – for capital budget discussion.
Water Taking program		Q4 2025	Staff have compiled a draft report to be included with the 2026 operating budget.
Land in Amaranth Township	2022-04-06 2025-03-16	ongoing	No update - Staff to investigate possibility of using this property as snow storage for the Town.
Various Grant Opportunities		Various	<ul style="list-style-type: none"> • Health and Safety Water Stream – Application submitted for Well 3 rehabilitation submitted. • County Municipal Emergency Readiness Fund – Town to install generator at water tower. RFT for this project nearly ready for issue. • 2025 Fire Protection Grant – fire department staff applied for this round of funding.
Building Department Agreement with County		Q1 2026	Report for the January 13, 2026 meeting.
Dog Count	2024-05-20		Rural area will require several more days of work, but staff will be scheduled to keep working to complete the rural area.

Task	Start/Resolution Number	Estimated Completion	Discussion/Update
Use of Town lands to access rear yards of private property	2024-07-08	Q2 2026	No update - work with Burnside to create policy and process for future requests for accessing private lands through Town property.
Sponsorship/ Naming Rights program			Staff to connect with consultant to provide update on progress, and request delegation to Council on next steps.
Medical Dental Centre – transfer from Board		In progress	Board close out processes under discussion with auditors. Update to be presented to Council in Q1 2026.
Donation Program	2025-02-45	Q4 2025	On agenda
By-law services	2025-04-29	ongoing	Staff will work on clean yards by-law enforcement program. CAO to investigate possibility of contracting our By-law Officer to other municipalities. CAO, Manager of Planning, Director of Public Works and By-law Enforcement Officer met with representatives from the Upper Grand District School Board on Friday, November 28, 2025 and presented suggestions for safety, reviewing bussing, school parking and parent drop off. They will provide updates on our suggestions.
Fire Department Services for the community	2024-12-27	In progress	Draft service agreement in progress. CAO and Fire Chief connecting with CAOs to discuss.
Potential Canada Post Strike			Staff continue to monitor the situation.
Council Chamber renovations			Estimates for flooring, minor electrical and renovations received, approximately \$15,000. Tables and guest seating will be \$16,000. Closet has been removed. Electrical work underway. Working with provider on microphone system.
Computer System Upgrades		Ongoing	As discussed in budget – working with our IT provider on firewall, server updates and online public facing platforms.
Automated Speed Enforcement	2025-10-19		CAO to present updates on wind down of program as able.
Lions' Club Friendship Arch project	2025-10-16		PW and Fire working with Lions Club on location for installation. An agreement will be created once decisions are made.

Task	Start/Resolution Number	Estimated Completion	Discussion/Update
			This item will fall under the Public Works Director portfolio.
Community Centre Expansion and financing	2025-09-29 2025-11-51	Dec 31 2025	Confirmed with Infrastructure Ontario that they have received application and are working on it for us.

Financial Impact

None.

Consultations

None.

Attachments

None

This report was submitted by

Meghan Townsend, CAO/Clerk
mtownsend@townofgrandvalley.ca.

This report was approved by

Meghan Townsend
Chief Administrative Officer/Clerk
519-928-5652 extension 222