



GRAND VALLEY

## STAFF REPORT

**To:** Mayor and Members of Council  
**From:** Meghan Townsend, CAO/Clerk  
**Meeting Date:** January 13, 2026  
**Report Number:** 2026-002  
**Subject:** CAO Progress Update – January 2026

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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

<b>Task</b>	<b>Start/Resolution Number</b>	<b>Estimated Completion</b>	<b>Discussion/Update</b>
<b>ERO Submission – Conservation Authority Consolidation</b>	2025-12-34	Dec 2025	Complete – CAO submitted Council's comments through the ERO.
<b>Development Funding – requests for assistance</b>	2025-11-11	ongoing	Delegation to MMAH accepted. Town representatives to meet with Parliamentary Assistant to Minister of Municipal Affairs and Housing.
<b>Historical Commemoration on Cairn</b>	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.
<b>Potential future use of municipal building</b>	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
<b>Library expansion plans</b>	2025-03-16	ongoing	RFP for Feasibility Study for proposed site and proposed library expansion plan closes January 9, 2026. Report to Library Board will follow.
<b>Rogers Fibre to the Home project</b>		Year End 2025	No update
<b>Trailway Agreement with Amaranth</b>		Q2 2026	No update. CAO to connect with their CAO and superintendent to discuss.
<b>23 Mill Street Site Remediation</b>	2023-05-06 2024-10-13 2025-01-36	Ongoing	For discussion in operating budget.
<b>Sale of Gravel Pit lands in Southgate Township</b>	2023-08-06 2025-10-15	Spring 2026	Property has been listed at \$1.25 million per council direction.
<b>Gateway Signage</b>	2024-06-35	Ongoing	Additional signage proposal to be presented.

<b>Task</b>	<b>Start/Resolution Number</b>	<b>Estimated Completion</b>	<b>Discussion/Update</b>
<b>Various Engineering Projects</b>		various	<ul style="list-style-type: none"> <li>• Landfill monitoring reduction –Final approval pending from MECP.</li> <li>• Scott Street Development – update will be provided with budget.</li> <li>• Ritchie swale project – at Council's request, CAO investigating options to proceed with the project.</li> <li>• South-East Sewage Pumping Station – move to Procurement update</li> <li>• Luther Road Infiltration – for budget discussion.</li> </ul>
<b>Water Taking program</b>		Q4 2025	Staff have compiled a draft report to be included with the 2026 operating budget.
<b>Land in Amaranth Township</b>	2022-04-06 2025-03-16	ongoing	No update - Staff to investigate possibility of using this property as snow storage for the Town.
<b>Various Grant Opportunities</b>		Various	<ul style="list-style-type: none"> <li>• Health and Safety Water Stream – Application submitted for Well 3 rehabilitation submitted.</li> <li>• County Municipal Emergency Readiness Fund – Town to install generator at water tower. RFT for this project nearly ready for issue.</li> <li>• 2025 Fire Protection Grant – application approved. Fire Department to receive \$19,626 toward purchase and installation of new extraction unit to clean Personal Protective Equipment.</li> </ul>
<b>Building Department Agreement with County</b>	2025-12-36	Q1 2026	CAO sent notice to the County that the Town Report for the January 27, 2026 meeting.
<b>Dog Count</b>	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.
<b>Use of Town lands to access rear yards of private property</b>	2024-07-08	Q2 2026	No update - work with Burnside's 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>Task</b>	<b>Start/Resolution Number</b>	<b>Estimated Completion</b>	<b>Discussion/Update</b>
<b>Medical Dental Centre – transfer from Board</b>		In progress	Board close out processes under discussion with auditors. Update to be presented to Council in Q1 2026.
<b>By-law services</b>	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.
<b>Fire Department Services for the community</b>	2024-12-27	In progress	Draft service agreement in progress. CAO and Fire Chief connecting with CAOs to discuss.
<b>Council Chamber renovations</b>			Working with provider on microphone system. Report on construction costs to be included when all invoices received.
<b>Computer System Upgrades</b>		Ongoing	As discussed in budget – working with our IT provider on firewall, server updates and online public facing platforms.
<b>Automated Speed Enforcement</b>	2025-10-19		No update.
<b>Community Centre Expansion and financing</b>	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.
<b>List of Qualified Engineers for future projects through Prequalification</b>	2025-06-26	Q3 2026	No update
<b>2026-2030 Multi-Year Accessibility Plan</b>		Q1 2026	Under the Accessibility for Ontarians with Disabilities Act, all municipalities are required to have a multi-year Accessibility Plan. Staff to complete a draft plan in Q1 2026.

**Financial Impact**

None.

**Consultations**

None.

**Attachments**

None

**This report was submitted by**

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