



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: March 10, 2026
Report Number: 2026-049
Subject: CAO Progress Update – March 2026

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. List has been reorganized based on Report – Council Priorities for 2026 and Resolution 2026-02-24.

Financial Implications

None

Report

Discussion

Task	Start/Resolution Number	Estimated Completion	Discussion/Update
2026 Municipal Election		2027	Clerk and Deputy Clerk project for the next 18-24 months. Update at March 24, 2026 meeting.
Closed Meeting Investigator – replacement		Q2 2026	No update
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. No update.
Ritchie rear yard swale project		YE 2026	Mid-April Site meeting with Condo board and their engineer to finalize plans and come to agreement on design and easement.
Medical Dental Centre – transfer from Board		In progress	Board close out processes under discussion with auditors and legal.
Fire Department Services for the community	2024-12-27 2026-02-06	In progress	CAO meeting with legal to review draft agreement that Council reviewed on February 10, 2026 and to discuss board agreement and transition to Town department. Working toward January 1, 2027 as Town's assumption date.
Community Centre Expansion and financing	2025-09-29 2025-11-51	Dec 31 2025	Confirmed with Infrastructure Ontario that the Town shall receive our loan money on April 15, 2026. Debenture By-law will be presented to GV Council on March 24, 2026 for approval. Final amount of loan to be determined and provided to Infrastructure Ontario prior to final document issuance. CAOs of Amaranth and East Garafraxa reviewing proposed cost sharing agreement.
Development Funding – requests for assistance	2025-11-11	ongoing	Delegation request to meet with Minister of Infrastructure submitted to Good Roads conference. No update.
Sewer system infiltration		Ongoing	CAO working with Burnside to determine if additional infiltration is occurring and to

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			conclude the Emma Street sewer upgrade project.
School-area traffic		Ongoing	CAO and Mayor to connect with School Board regarding Town concerns and recommendations.
Historical Commemoration on Cairn	2025-11-44	Q3 2026	No update.
East Luther Landfill monitoring reduction			On agenda.
Campground management by Firefighters Association	2026-02-22	Q1 2026	Association provided with agreement for review.
Private Well Interference	2026-01-21	Q2 2026	CAO working with property owner and Burnside on replacement well. An RFQ for well drilling services will be sent to qualified contractors.
23 Mill Street Site Remediation	2023-05-06 2024-10-13 2025-01-36	Ongoing	CAO to follow up with Burnside regarding work for 2026.
Council chamber renovations		Ongoing	Final connectivity work from 2025 to be completed. Additional work pending budget review.
Various Engineering Projects		various	<ul style="list-style-type: none"> • Scott Street Development – in budget for discussion. • Luther Road Infiltration – working with engineers for necessary contracts, agreements and tender package. Agreements with the County of Dufferin and Thomasfield Homes Ltd. will be required because outlets and other infrastructure are required on their lands.
Water Taking program		Q4 2025	On agenda
Various Grant Opportunities		Various	<ul style="list-style-type: none"> • County Municipal Emergency Readiness Fund – Town to install generator at water tower. CAO to work with Dufferin Water to finalize RFT and have project completed in 2026.

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			<ul style="list-style-type: none"> Application to Ontario Trillium Foundation Capital program to be submitted through Town account for Grand Valley Community Centre small accessibility updates.
Building Department Agreement with County	2025-12-36	Q4 2026	New contract under review by legal and insurance.
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.
Rogers Fibre to the Home project			No update – completion dependent on Rogers and their contractors.
By-law services	2025-04-29	ongoing	Staff to present proactive Clean Yards enforcement plan. CAO to investigate possibility of contracting our By-law Officer to other municipalities and report back with recommendations.
Computer System Upgrades		Ongoing	Working with our IT provider on firewall, server updates and online public facing platforms.
Automated Speed Enforcement	2025-10-19		On agenda
List of Qualified Engineers for future projects through Prequalification	2025-06-26	Q3 2026	No update
Recreation Master Plan		Q2 2026	CAO and Planner to present costing for full master plan to comply with Planning Act requirements related to Funds-In-Lieu of Parkland.
2026-2030 Multi-Year Accessibility Plan		Q3 2026	CAO to send draft plan to County-wide Accessibility Committee for comment, then present final draft to Council.
County of Dufferin Road Rationalization and Asset Transfer	2026-01-22	Ongoing	Project cancelled by County.

Deferred Items

Potential future use of municipal building	2025-03-16	Q2-2026	Council direction – include consideration of the building into a Master Plan for all municipal services and lands.
Trailway Agreement with Amaranth			CAO to connect with their CAO and superintendent to discuss trail maintenance, ownership, property taxes. Deferred to discussion with new term of Council.
Land in Amaranth Township	2022-04-06 2025-03-16	ongoing	On agenda - Director of Public Works report regarding potential use of land. Defer other action until new term of Council.
Sponsorship/ Naming Rights program			Staff to connect with consultant when time permits and to consider alternate revenue streams for Community Centre and other recreation facilities in the meantime.
Use of Town lands to access rear yards of private property	2024-07-08	Q2-2026	When time permits, CAO to work with Burnside's to create policy and process for future requests for accessing private lands through Town property.
Gateway Signage	2024-06-35	Ongoing	Additional signage proposal to be presented to new term of Council for consideration.

Financial Impact

None.

Consultations

None.

Attachments

None

This report was submitted by

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This report was approved by

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