



**QUARTERLY  
DEPARTMENTAL  
BULLETIN**

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|-----------------|----------------------|
| Time Frame      | June to October 2025 |
| Service         | All services         |
| Council Meeting | October 28, 2025     |

This quarterly departmental bulletin is presented to Council three times a year by department heads and provides updates on ongoing daily activities and projects. Unlike the strategic plan report, this document includes information specific to day-to-day operations and tracks progress made throughout the year across various municipal departments.

**FINANCE SERVICES**

For the Finance Department, the months from June to October are dedicated to taxes, the preparation of the Financial Information Return (FIR), and the planning of the 2026 budget.

The annual tax bills were sent out at the beginning of August.

Preparations for the Christmas party began in July. Reservations for the hall, the DJ-karaoke, the singer, and the buffet have been made. Invitations were sent out at the end of September to all municipal employees, CRCVC volunteers, firefighters, library staff, and other municipal committees.

The water and sewer billing for the months of April to June was sent out at the beginning of July. As for the billing for July to September, it was scheduled to be sent at the beginning of October. However, Canada Post employees went on strike on September 30, 2025, making mail delivery impossible. The municipality offered residents the option to receive their bill by email or to pick it up in person, and extended office hours until 6 p.m. on October 14, 20, and 27. On October 14, Canada Post employees turned their strike into a rotating strike, thereby restoring postal services. Bills that had not yet been picked up by that date were sent by mail. On the evening of October 14, eight residents took advantage of the extended hours, while on October 20, there were only one.

**CLERK'S OFFICE, COMMUNICATIONS AND ECONOMIC  
DEVELOPMENT**

**Recognition Ceremony – June 23, 2025**

The Municipality recognized the community contributions of Ms. Aurore Crann and Mr. Félix St-Denis as part of the Community Recognition Program | Municipality of Casselman. The nomination period is currently open until December 31, 2025.



[Community Recognition Program | Municipality of Casselman](#)

**Press Conferences**

- Press conference announcing that the Municipality will receive \$5.6 million for upgrades to Pumping Station One – September 4, 2025
- Press conference announcing that the Municipality will receive \$800,000 to support the development of the À vol d’oiseau Park – June 26, 2025

**Official Launch of the Casselman Local Francophone Immigration Committee – October 1, 2025**

The event brought together 32 participants, including representatives from 7 community groups supported by the Municipality. The meeting aimed to encourage participants to reflect on the strengths and challenges of the community, while identifying concrete and promising projects for the future. In addition to emphasizing the importance of Casselman’s francophone identity and its preservation, the workshops led to open discussions on various issues, including access to healthcare, youth activities, and investments in local infrastructure.

At the end of the evening, nine participants signed up to become members of the Local Francophone Immigration Committee (CLIF). A planning session is scheduled for October 20 to establish the structure needed for the committee’s first meeting.

**Approval of Municipal Restructuring Proposal by the Ministry of Municipal Affairs and Housing**

The Ministry of Municipal Affairs and Housing has approved a municipal restructuring proposal to transfer a territory from the Municipality of La Nation to the Municipality of Casselman. This area, located east of Casselman, includes the wastewater treatment system, which will now be entirely within Casselman’s municipal boundaries.

As of January 1, 2026, the properties affected by this restructuring will fall under the jurisdiction of the Municipality of Casselman, without any change in ownership.

**RECREATION AND LEISURE SERVICES**

From June to October, the Parks and Recreation Department continued to deliver a dynamic range of programs, events, and community enhancements that strengthened recreation opportunities and enriched quality of life for Casselman residents. The summer began with exciting news as the Municipality received a \$1,000 ParticipACTION Community Fitness Challenge grant, which allowed the department to offer 32 free recreation, fitness, and sport sessions to residents. Activities ranged from seniors’ exercise classes and spinning to Zumba and pickleball, encouraging residents of all ages to stay active and connected.

With the ice surface cleared for the season, the J.R. Brisson Complex became a hub for diverse events on the concrete slab. The arena hosted the Cadets’ graduation and medal ceremony, the Homes for Heroes Foundation fundraiser featuring local and veteran vendors with a live rock concert, and both the Grappling Martial Arts and Kung Fu regional competitions—each drawing crowds from within and beyond Casselman.

The Knights of Columbus continued their popular monthly Bingo Nights, attracting over 150 participants per event, with proceeds benefiting local sports groups and non-profit organizations. The group also celebrated a special milestone—their 75th anniversary—with a well-attended dinner at the Déguire Hall. The venue additionally welcomed over 300 residents for a free community picnic carnival, where families enjoyed games, hot dogs, and popcorn.

A record-breaking Canada Day celebration brought together more than 1000 participants at the J.R. Brisson Complex for a day of family fun, giveaways, and fireworks, with the weather clearing just in time for the evening show. Municipal facilities also continued to serve as meaningful gathering spaces, hosting eight Celebration of Life ceremonies for local families.



To support recreation programming and maintenance, the department hired six Casselman summer students whose contributions helped deliver family activities in the parks—such as crafts, scavenger hunts, and interactive games—and improved maintenance on the baseball diamonds, parks and arena in addition to offering drop-in play for pickleball, volleyball, pétanque, and horseshoes.

The Train Station Museum remained an active tourism and cultural destination, welcoming 622 visitors this season. It also launched the French Conversation Circle, promoting bilingual engagement, and introduced two new Geocache finds to Casselman's growing list of attractions.

Among the key capital improvements this quarter, new lighting was installed at the outdoor pickleball courts, extending playtime beyond sunset and greatly enhancing accessibility for residents.

The summer concluded with successful partnerships, including the Community Baseball Tournament organized by SILC in collaboration with the municipality, and the recreation team's support for the Writer's Festival of Eastern Ontario event by providing tables and chairs to the Casselman Public Library for the event, which welcomed over 100 participants. Together, these achievements demonstrate Casselman's ongoing commitment to active living, community connection, and the shared use of our public spaces. The Parks and Recreation Department remains dedicated to fostering an inclusive, welcoming, and vibrant environment for all residents.

## PUBLIC WORKS, BY-LAW ENFORCEMENT AND PHYSICAL RESOURCES SERVICES

### **A Summer Full of Projects and Achievements to Beautify Our Municipality**

The summer of 2025 was marked by numerous projects and improvements aimed at maintaining, modernizing, and enhancing our municipal infrastructure. Below is an overview of the main accomplishments across our departments.

#### **Water System**

Several major upgrades were completed at the water treatment plant, allowing us to better control manganese levels in the drinking water. Notable improvements include:

- Complete replacement of the filters;
- Cleaning of the intake;
- Change of coagulant;
- All required testing for chlorine dioxide application.

Under the supervision of Mr. Bill Dallala and EVB Engineering, preparations are underway for the permanent installation of the chlorine dioxide system, including all necessary documentation for submission to the Ministry of the Environment. Within the distribution system, several repairs were also carried out this summer. The valve and hydrant inspection/repair program has begun and will continue next year. This initiative will lead to the establishment of an annual maintenance schedule to ensure the long-term reliability of the network.



### Sanitary Sewers

Lagoon Cell A was completely emptied and cleaned of accumulated sludge.

The tender process for Pumping Station No. 1 has been completed, and the contract for rehabilitation has been signed. Work will begin later this year and continue through 2027.

### Storm Sewers

All stormwater retention ponds were inspected, and several cleaning operations were completed to maintain optimal flow. Vegetation control and maintenance around the ponds were also carried out to minimize potential odours.

### Public Works

Paving and sidewalk reconstruction on St-Isidore Street have been successfully completed — marking the conclusion of a major project.

Additional paving work was also completed on Alice and St-Joseph Streets.

In terms of sidewalks, more than 800 linear metres were replaced this year on Montcalm, St-Jean, and Dollard Streets.

Further replacements are planned for next year based on the condition assessment completed by Citylogix and upon approval of the budget for 2026.

Work continues in the Martin/Fillion alleyway, including cleaning and stormwater control improvements.

The Public Works team also performed numerous road and shoulder maintenance tasks to meet provincial minimum maintenance standards.

### Training and Staff Development

Several training sessions and competency renewals were completed throughout the summer and fall, including:

- The achievement of a DZ driver's license by our new Operator;
- Various specialized winter operations training sessions, as recommended by our insurance provider.

These initiatives ensure that our staff remains skilled, safe, and compliant with all regulatory requirements.

### By-law Enforcement and Emergency Services

Our by-law enforcement officer is now equipped with a body camera, which enhances safety and accountability for both the officer and the Municipality. He has also done exceptional work in emergency preparedness, particularly in relation to potential blue-green algae events.

### Other Municipal Operations

The transition to a new waste collection contractor took place smoothly in early July. The company Miller Sanitation has demonstrated strong professionalism and proactive communication, allowing us to address complaints effectively, supported by onboard camera and GPS data.

From an administrative standpoint, new driver logbook and vehicle inspection systems have been implemented to ensure compliance with provincial standards and insurance recommendations.



Our mechanics completed several maintenance and repair projects on the municipal fleet, including vehicles for Public Works, the arena, and the Fire Department.

The Recreation Department's pickup truck underwent major repairs — including the complete replacement of the cargo box — and is now in safe operating condition.

Within the Fire Department, repairs were completed on the aerial truck, and all annual MTO inspections were performed internally.

Finally, the municipal team also contributed to various park and recreation facility maintenance projects, helping to keep our community spaces safe and welcoming for residents.

## BUILDING SERVICES

Since assuming the role of Chief Building Official in late August, the Department of Construction has experienced steady development activity and continued engagement through the municipal online permitting portal.

Between late August and the end of the third quarter, six new building permit applications were received through the portal. These applications represent a mix of residential and non-residential projects, with several contributing to an increase in local dwelling units. Early indicators suggest ongoing growth, with additional development proposals anticipated in the coming months.

In addition to processing new applications, the department has initiated a review of existing workflows and data management practices. A key focus moving forward will be the improvement of the digital archive system to ensure more efficient access to historical files, inspection records, and permit documentation. This modernization effort will enhance both internal operations and public service delivery.

The department has also begun developing a structured approach to tracking and closing open or inactive permits. This initiative will involve:

- Conducting a comprehensive review of open permit files.
- Establishing consistent follow-up procedures with property owners and contractors; and
- Updating the digital tracking system to reflect accurate project status information.

These improvements aim to strengthen compliance monitoring, improve record accuracy, and support transparent reporting on permitting activity.

The Department remains committed to providing timely plan review and inspection services, supporting safe and sustainable construction.



## PLANNING SERVICES

Through the approval of the recommendations in administrative report URB-7-2025, the Planning Services received the endorsement and parameters from Council to proceed with the transfer of the landlock lands at 738 Brebeuf to the Non-Profit Housing Corporation (Le Havre). Accordingly, the Planning Services expect to present the land transfer agreement and associated documents to Council in a forthcoming Council meeting to complete and conclude this land transaction.

Following the adoption of the recommendations in administration report URB-8-2025, the associated Part Lot Control By-law for 308-310 Zakari Street has been adopted by the approval authority and registered thereafter to complete the planning legal process to create two new semi-detached houses within the Plan of Subdivision of Cassel Homelands.

Through administrative report URB-9-2025, the Planning Services presented to Council a resume of a municipal strategy with an anticipated outcome from the UCPR and a confirmation of available planning tools at the municipal level for enabling the possibilities to resume the completion of processing of new planning applications proposing the construction of dwellings in Casselman in a context where unallocated residual water and wastewater capacity is not yet available but expected to come at some undetermined point in the future. The Planning Services is expecting to make judicial, sensible, thoughtful, and prudent use of these tools and possibilities by starting progressively to present recommendations under the authority of the Planning Act before Council for considering the approval with conditions of new residential projects in the Municipality.

Following a new demand made by Hydro Ottawa to remove a parking space on the development site of the new industrial building at 52-54 Racine for accommodating the installation of a pad mount transformer, the Planning Services had to coordinate a new review with the municipal engineer. This new change has been approved and deemed in conformity with the applicable zoning by-law. This last round of review in August and September allowed the completion and registration of the Site Plan Agreement for this project.

In October, the Devcore group submitted a new rezoning application to increase the maximum number of permitted residential units on its development at 37 Richer Close from 97 to 109. The Planning Services is expecting to hold the statutory public meeting for this application in November or December.

The Planning Services is working on the completion of the Subdivision Agreement of the Domaine Prestige, the Pre-Servicing Agreement of phase 3 of the Cassel Homelands Plan of Subdivision and the Phase 3 Subdivision Agreement of the Domaine de la Rivière Nation Plan of Subdivision. The Planning Services expect to present these agreements to the Council for their approval within the months of November and December this year.

The Planning Services review the recent provincial legislative changes to ensure their conformity with the planning and zoning municipal by-laws. The Planning Services also review the current definitions of the Zoning By-law in the context of the current exercise of updating the Development Charges by-laws to ensure that it allows for facilitating a maximization of recuperating its development charges revenue sources. The Planning Services review its by-law prescribing tariffs or fees for the processing of applications in respect of planning matters to ensure that it maximizes and facilitate the recuperation of engineering and legal services costs incurred by the municipality.

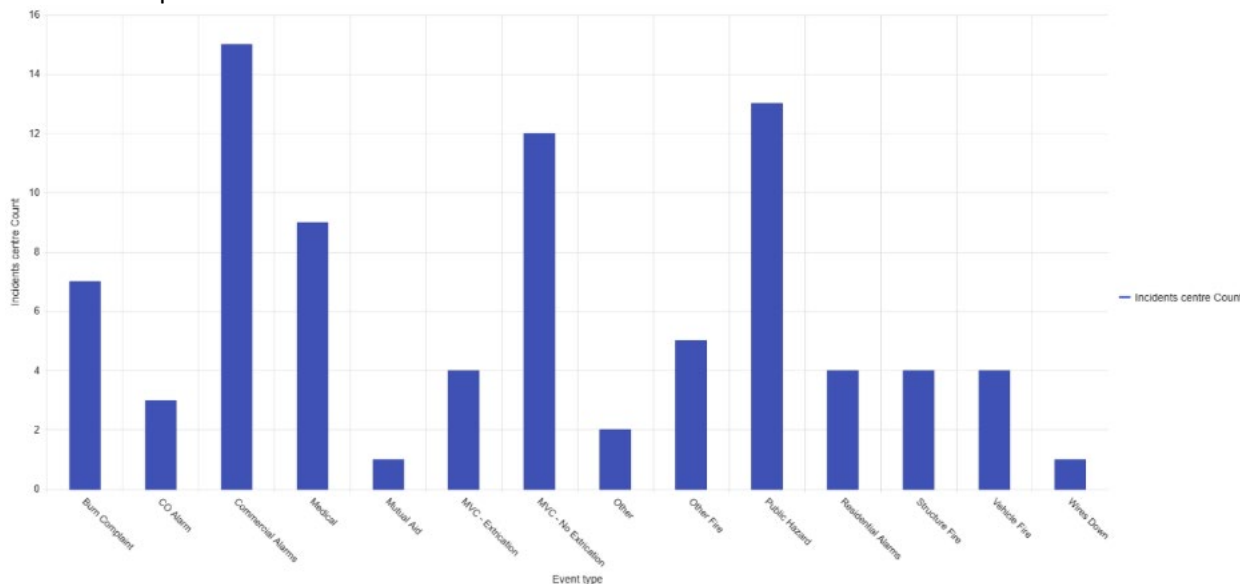


## FIRE SERVICES

### Incidents

The fire service has responded to 84 calls since the beginning of the year:

- 19% vehicle collisions
- 11% medical calls
- 26% alarms
- 17% fires
- 27% public hazard calls



### Fire Prevention

A sustained effort is underway to close historical non-compliance cases, some dating back over 30 years. These cases require significant effort and management. The fire prevention officer is working with property owners in coordination with the construction and regulation department to achieve compliance.

### Public Education

Recent weeks have focused on fire education and prevention in schools, along with cyclical evacuation events. Evacuation drills are being conducted for students in grades 2 and 3, giving them the opportunity to experience a simulated smoke environment and practice evacuation techniques.

### Training

An innovative plan was submitted to the Red Cross to shift from triennial certification to monthly microlearning sessions. This approach could reduce training costs while keeping key knowledge up to date.

The service remains on track to comply with the new standards effective July 1, 2026. A review is underway to secure funding for fire pump operator training courses.

### Service Agreements

With council approval, a service agreement was finalized with Russell to provide water and ice rescue services to residents of that municipality.

### Recruitment

A recruitment session will be launched in the coming weeks.



## OPERATIONS AND HUMAN RESOURCES SERVICES

Over the last quarter, the department oversaw the transition of the Construction Division following the departure of the Chief of Buildings, including the coordination of the recruitment process and the onboarding of the new Chief in August 2025. The department supervised the annual inspections of safety equipment across all municipal buildings and the ongoing work at 1 Industriel, including the construction of the new Town Hall and the installation of the generator, both scheduled for completion in winter 2026.

A new digital tracking process for water meter and billing files was implemented using the ClickUp platform. The department is also continuing the implementation of the municipal asset management module in CityWide and the update of the Asset Management Plan, in collaboration with CityLogix for data collection on the condition of roads and sidewalks.

The department participated in the working group for the blue-green algae emergency response plan, the preparation of the 2026 budget, and the planning of the 2025 Christmas Festival with community partners. It also contributed to the launch of the review of development charge and water service fee by-laws.