Municipal Order	# Recom.	(<i>F</i> Recommendation	A) Parks Maste	Type	plementa Montant	Status	Expected Completion Year	Comments/Notes
1	F3	Continue efforts to contract food and beverage services by outside providers.	Short Term	Operating	-	Ongoing	Year 2024	Mike Seguin is current operator of Canteen and Skate shop. Taking possession of the sports bar starting
2	F6	As needed, collaborate with the School Boards for municipal/community group access to school gyms.	All	Operating	-	Ongoing	2024-2025	Monday, October 28 Contract finalized with School now until June 2025 Maintain and promote engagement at Seigneurie school pickleball and badminton
3	PO26	Consult residents to explore interest in and support for community garden locations.	Short Term	Operating		Ongoing	2024	Connecting through the mobilization committee the hortacultural group of Casselman is gathering signatures of residents in favour of the idea or interested in participating in a community garden. Motion passed at city Council Meeting Otober 28th by cub proposing the garden at the round about area in front of Park Richelieu
4	PO24	Approach groups to explore the feasibility of partnering on the installation of a community garden.	Short Term	Operating	-	Planning Phase	2025	The Horticultural Group of Casselman has committed to a hands-on role in driving this project forward, with overall management and oversight retained by the Municipal Recreation Department. The proposal, presented to Council on October 28th, has been approved.
5	PO25	Develop a community garden policy.	Short Term	Study	-	Not started	2025	Complete consultation phase- then create policy
6	PO11	Increase shade and seating in existing parks.	Short Term	Capital	15,000.00	ongoing	2025	Council agreed to 57500 investment in trees from South Nation (through a grant) will Municipality will match and contilues 57300 Trees to be placed in 4 different municipal parks. Youth leader Accessibility grant for a \$12500 is approuved. Application submitted was for 4 wheelchair accessible tables for parks 2025 Budget request for seating (benches and accessible picnic tables)
7	PO17	Develop a formal vandalism response and prevention strategy.	Short Term	Study	,	Not started	2025	Priority in early 2025
8	PO18	Publicly report vandalism incidents and consequences.	All	Operating		Ongoing	2025-2034	Facebook and city website forms
9	PO23	Meet with the Nation Municipality to explore the feasibility of installing a gated off-leash dog area.	Short Term	Operating	-	Not started	2025-2026	Setup meeting with the Nation to see if they have any interest in a dog park collaboration and if they have the land available.
10	PE3	Deliver small-scale arts and culture programming within municipal parks.	all	Operating	,	Ongoing	2025-2034	Work with Summer Students on an annual basis to continue to implement activities such as: paint nights, movie in the park and bring forth new initiatives.
11	SD19	Assign priority to revenue generating programs according to ease of implementation. Create communications mechanisms for	Short Term	Operating	-	ongoing	2025-2034	Vikings, Minor Hockey, Cadets, Icedogs, men's day time leagues then community programing and occasional rentals
12	SD21	immediate and ongoing use (e.g., parks and recreation newsletter template, recreation- specific social media channels).	All	Operating	=	Ongoing	2025-2034	Newsletter, use Bciti, Facebook and website
13	PO32	Consult with VIA Rail to explore opportunities to install a footbridge as a safe connection between Casselman's northwest neighbourhoods.	Short Term	Operating	1	Ongoing	2025	Determine appropriate contact at Via Rail and compose communication explaining desired ask Given the budgeting priorities it may seem unrealistic to plan a project this size and request VIA finance
14	SD17	Develop an overarching facility allocation policy in conjunction with existing facility rental policies, with appropriate facility-specific sections, to provide consistent and equitable access to municipal facilities for existing groups, emerging new groups, and to ensure facilities are used as intended for programs.	Short Term	Operating	-	Not Started	2025	re-evaluate the current pricing structure and complete a new comparison analysis to other municipalities
15	SD18	Institute revenue generating programs to help offset the costs of service provision.	Short Term	Operating		Planning	2025-2034	Develop more drop in rental programs (play and pay) Tennis Courts, Outdoor Pickleball Courts, reservation program, and expanding the stick and puck program
16	PE8	Provide opportunities for pick-up sports games at existing municipal facilities.	All	Operating	1	Ongoing	2025-2034	increase stick and pucks times and public skates Promote Public school PB and Badminton more In the summer promote the outdoor volleyball, soccer basketball courts. Start new promotion of bocce and horse shoe courts Research fees for app called Pickup Hub
17	F2	Consider options to optimize the use of prime time ice and generate additional use/revenue during non-prime time at existing pad.	Short Term	Operating	-	Ongoing	2025-2034	Work with internal communication to promote non-peak ice rental times (daytime) for public awareness. Send local schools a communication letting them know available times and promote physical activity through skating.
18	F4	Recognizing the need for staff to do the work, consider promoting and scheduling the existing arena during ice-out season for entertainment, event purposes.	All	Operating	,	Planning	2025-2034	Activities other than Pickleball
19	F21	Continue to update and implement recreation asset management requirements as identified in Municipal plans and through consultation with facility user groups.	All	Operating	-	ongoing	July 01, 2025	Schedule a building Condition Assessment. Develop an asset management plan with proposed levels of service, and lifecycle management and financial strategy
20	PO33	Consult youth in the Municipality on a desired park amenity such as a skatepark, bike park, ping pong tables, basketball court, or performance space.	Short Term	Operating	-	Ongoing	2025	Youth groups were consulted during the making of the Parks Master Plan. Can connect with youth council groups from inside the schools in Casselman to see if they can reach out to their community and report back
21	SD10	Take the lead in preparing paperwork and executing agreements to ease the administrative obstacles to engaging program/ service providers, especially when dealing with individual program providers.	All	Operating	-	Ongoing	2025-2034	Investigate the software capabilities of CityWide and Bciti and expansion services of Univerus (bookings) Request a quote from Avocado
22	SD23	Consider reciprocal promotions with neighbouring municipalities.	Short Term	Operating	1	Ongoing	2025-2034	Utilize new elctronic board and gain contact information of other municipalities communication department to cross promote events on social media
23	F15	Confirm future need for municipal sports fields by working with current program providers to monitor existing use of School Board facilities and determine unmet demand for specific uses such as soccer, football, lacrosse, etc.	All	Operating	1	Not Started	2025-2034	Both School boards have expressed interest in an outdoor gym circuit in both their regions. Continue to meet with school board members.
24	PE5	Implement a short-duration programming model to pilot new programs and assess long-term program interest	Short Term	Operating	-	Ongoing	2025-2034	Continue to track participation data and create program satisfaction survey
25	SD11	Ensure agreements with clubs that use courts include designated weekly prime and non-prime, during which non-members can access the courts for casual use.	All	Operating	-	Ongoing	2025-2034	Casselman Tennis Club Casselman Pickleball Association
26	SD5	Continue working with the Catholic and Public School Boards to provide facilities and programs to the community.	Medium-Long	Operating	-	Ongoing	2025-2034	Awaiting revised field maintenance contract and servicing agreement.
27	SD7	Investigate opportunities to collaborate with post secondary schools in Ottawa to access academic expertise and facilitate student placements in parks and recreation in Casselman.	Short Term	Operating	-	Started	2025-2034	Placed the Municipality on the placement list for Algonquin College Recreation and Leisure Coop Program Steph Rheaume, Field Placement Officer and Kim Goodman, Program Coordinator Reach out to La Cité Collégiale to explore partnership.
28	SD9	Enter service agreements with non- municipal program providers for shortterm use of facilities that the Municipality owns and/or operates.	All	Operating	-	Ongoing	2025-2034	As of now non-municipal programs using municipal buildings are: Casselman Pickleball Association, Health Unit sponsored fitness class, private fitness classes. In line with the Wellness Hub vision.
29	SD6	Reach out to regional and provincial sport and recreation organizations to determine the potential to facilitate their use of facilities in Casselman to deliver programs to the community.	Short Term	Operating	-	Not Started	2025-2034	Determine the sports and recreation organization in the area and see if they would come to our facilities for a Try It Day or invite our citizens to their facilities. Contact members of House of Sport to see their interest in delivering programs in Casselman.
30	SD3	Fully engage the Community Events Facilitation and Volunteer Mobilization Committee in supporting the Department in its work.	All	Operating	-	Ongoing	2025-2034	Currently sitting on the mobilization committee
31	SD15	Consult with volunteer recreation groups to confirm the type and extent of required assistance to sustain/grow their programs/ events, and to inform development of the policy within the capacity of the Municipality to provide support.	Short Term	Operating	-	Ongoing	2025-2034	Continue to meet with mobilization committee and actively help to promote their initiative especially if they aline with Parks Master Plan

7,500.00 7,500.00

32	SD25	Develop an enhanced data base to inform recreation facilities and program planning to: verify community service needs, monitor and evaluate the success of the service response, and incorporate results in subsequent planning activities.	Short Term	Operating	-	ongoing	2025-2034	Create the template and tracking format for program analysis then train summer student/ rec coordinator to input data
33	SD2	Access the services of the corporate Communications Officer for timelimited tasks related to disseminating information and promoting the Department's assets and services.	All	Operating	-	Ongoing	2025-2034	Maintain a constant open line of communication with municipal communications team and provide them with information to post for up coming events. Investigate Casselman Recreation FB Account
34	F1	Document requests for regular or tournament ice use that cannot be accommodated to track unmet demand over the long term.	Short Term	Operating	-	Ongoing	2025-2034	Create a tracking sheet for ice rental request that were unable to book due to no availability (already reserved)
35	SD24	Prepare and post an annual services 'year- in-review' that summarizes and informs the community about the Municipality' s achievements in parks and recreation.	All	Operating	-	Ongoing	2025-2034	Report to be completed December and posted in January
36	PE9	Explore opportunities to develop intergenerational programming.	All	Operating	-	Not started	2025-2034	Study focuses on youth and seniors coming together. Summer Student led. Activities may include: learning card games, knitting, baking, book club, story time, gardening, technology workshop, trivia, bingo, french circles. Partner with 60 plus group and 5 private retirement living homes as well as local high schools. Study suggest Aquatria first. Activities in CPEI, the home or park.
37	F5	Focus on use of the municipal gym for program development suitable to the space.	All	Operating	-	Planning	2025-2034	Fill with pickleball and fitness classes in the meantime
38	SD8	Over time and based on functional building assessments and program development/coordination, renew/enter new lease agreements to reflect optimal use of existing facilities/spaces.	All	Operating	-	Ongoing	2025-2034	CEFA currently no vacancies
39	PO4	When possible in new subdivisions, combine parkland parcels to create larger parks.	All	Operating	-	Not started	2025-2034	Work closely with Urban Planner
40	PO10	Continue making required accessibility upgrades to parks to meet Accessibility for Ontarians with Disabilities Act (AODA) standards.	All	Capital	-	Ongoing	2025-2034	Continue to seek and rely on grants
41	SD12	Agreements to provide municipally owned facilities on non-municipally owned lands should include an option for the Municipality to purchase the relevant portion of the property at the end of the term.	All	Operating	-	Ongoing	2025-2034	Add clause in future agreements
42	PO12	Ensure new parks and open spaces have sufficient shade and seating. Ensure future Community Parks include a	All	Operating	-	Ongoing	2025-2034	planned in development
43	PO14 PO16	drinking water source. Ensure new Community Parks have an	All	Operating Operating	-	Ongoing	2025-2034	planned in development planned in development
45	PO5	accessible washroom or portalet. Ensure new residential developments incorporate adequate parkland and ensure	All	Operating		Ongoing	2025-2034	With 4.48 ha Casselman has a parkland provision rate of 1.13 hectares per 1000, if no new parks are created by 2038 will
		new parks are connected by pedestrian trails or pathways to existing parks, trails and amenities. Incorporate and designate sufficient secure storage for all users in any future facility			-			be at 0.84 ha/1000. Where standard is 4 ha. check with urban planner Any future facility development or renovations should consider the need for secure storage for both municipal purposes and users
46	F22	development or renovations, while establishing limits to assigned spaces.	All	Capital	-	Ongoing	2025-2034	(current and future) that deliver programs and require equipment/materials to be left on-site. Designated, secure storage of sufficient size is particularly important in shared spaces
47	PO6	Develop a public art policy and work with the community to design and install public art pieces in municipal spaces.	All	Study + Capita	-	Not started	2025-2034	See other municipalities art projects Approach to partner with CAPRAC
48	F14	Monitor and track ball diamond use to verify demand over time.	All	Operating	-	Ongoing	2025-2034	Work with Univerus to run more detailed reports Counter would be more accurate to account for the school usage
49	SD27	Conduct project, program or other topic- specific planning sessions with other providers, as required.	All	Operating	-	Ongoing	2025-2034	The Municipality currently works with other non-municipal agencies to provide community recreation services. As additional collaborations and partnerships are established and program supply grows, joint service planning with all key providers in the community should occur on a regular basis.
50	SD26	Take the lead in developing and implementing regularly occurring joint services planning sessions with all key non-municipal providers.	All	Operating	-	Ongoing	2025-2034	The Municipality can take a leadership role in facilitating joint planning activities to integrate the efforts of all. This will help ensure a comprehensive, whole community approach to service delivery and support the Municipality in planning and budgeting its contributions to the parks and recreation system.
51	PE7	Develop an equipment lending initiative	Short Term	Capital	5,000.00	Ongoing	2026	lce skate lending program already complete. Promote Pick-up sports. Work towards sign out system for equipment related to boccia ball, horse shoes, volley balls, basketballs. Drop in or online reservation system
52	F11	Once the two new pickleball courts on the Catholic High School property are fully operating, monitor the use of all pickleball facilities in Casselman, as well as unmet demand, to confirm use levels and the point additional courts should be built.	All	Operating	2,000.00	Planning	2026	Install a counter at door entrance instead of parking lot to capture all the school students usage.
53	SD13	Conduct a service pricing study as the basis for setting recreation services fees in relation to cost recovery targets, and to inform a pricing policy, while maintaining affordable access.	Short Term	Study	25,000.00	Not Started	2026	Can study be completed internally.
54	SD1	Add a full-time Recreation and Leisure Services Coordinator and revise the existing part-time Operators Supervisor position to a full-time Senior Operator/Physical Resource Agent, to be supported by an additional full- time Operator.	All	Operating	-	2026	2026	Built in the 2026 Organization structure plan
55	SD22	Create a digital biannual Recreation Guide and consider further developing it into a Community Guide for print publication.	Short Term	Operating	-	Not Started	2026	This guide would bring together current information and parks, recreation and related (e.g., tourism) services in the Municipality, to create a comprehensive 'one-stop shop.' All service providers to be represented should be consulted in designing the guide (e.g., volunteer sports groups, artifyculture organizations, satellite programmers, etc.). The Guide could also include specifics regarding volunteer opportunities in programs, and membership on relevant Municipal committees
56	PE2	Partner with community members/groups to develop French conversation circles for English-speaking residents.	all	Operating	-	Planning	2026	Reach out to community organizations, such as the local library, cultural centers, or schools, to explore partnership opportunities for hosting French connecestation sessions. Arrange introductory events or meet-and-greet sessions to gauge interest and build a core group of participants, which will help establish a regular schedule and a comfortable learning environment.
57	PO19	Pilot vandalism solutions such as a community art board/wall and park ambassador program.	Short Term	Capital	-	Not started	2026	Highschool students said outdoor movies and activities in the park would help decrease vadalism. Park Richlieu is a high traffic area often targetted for vandalism. Rearch what others have done before and cost associated with creating a graffiti wall
58	SD14	Develop a community group affiliation policy to provide clarity and consistency in terms of the range of support services available to all volunteer groups and what they must do to be eligible to be, and remain. affiliated.	Short Term	Operating	-	Not Started	2026	A Community of Grup Affiliation Policy describes the services available from the municipality to registered (affiliated) community groups in providing their programs and services in relation to the capacity of the municipality to support them.
59	PO1	remain. amilated. Adopt a formal Parks and Open Space Classification System.	Short Term	Operating	-	Not started	2026	Active Parks and recreation areas & conservation areas. Improve parkland equity, encourage appropriate supply of parks, and encourages the acquisition of quality sized parkland pares douring development. Park typology: community park/ local park/natural park
60	F7	Work with the Catholic School Board to determine the potential to locate future tennis courts on school lands for shared use.	All	Operating	-	Planning	2026	Initiate meeting request with Catholic school board
61	F18	Approach municipalities with indoor pools that Casselman residents use to investigate opportunities to better facilitate access.	Short term	Operating		Planning	2026	Largest barrier is transportation. Investigate cost of 417 bus line shuttle service to and from Calypso during the summer.
62	PO8	Develop a signage and wayfinding strategy.	Short Term	Study	30,000.00	Not Started	2026	My recomendation would be assess if we have the resources to complete this wayfinding study internally. Then redirect the \$30 000 sugguested for the study into the physical signage.
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63	PE6	Encourage self-directed and community-led programming at the new Bird's Eye View Park.	All	Operating	-	Not started	2026	Add new GEOCACHING location to park Mood Walks- led by the Canadian Mental Health other educational hiking programs. Association partner with Hike Ontario and Conservation Ontario
64	PO9	Install consistent signage in all municipal parks and facilities.	All	Capital	-	Not started	2027-2032	Will take place after the wayfinding strategy is complete.
65	PO13	Add drinking water fountains to Richelieu Park and Park for the Elderly.	Short Term	Capital	16,000.00	Not started	2027	Richelieu Park - Replace/upgrade the water fountain inside the washroom/changeroom building \$5000 For 1 outdoor waterfountain in Park for the Elderly budget \$5 000 for fountain plus the plumbing, digging, finding potable water source upwards of \$10 000
66	PE1	Work with local groups to hold an outdoor community potluck event focused on bringing together old and new residents to	Short Term	Operating	- 1	Not started	2027	Reach out to community groups (60+, Horticultural, crochet, Social Club, Club Obtimist, Comptoir Populaire)
67	PO28	share a meal. Consider adding small craft storage lockers.	Short Term	Capital	4,000.00	Not Started	2027	To be built at existing launch
68	PO20	Install outdoor fitness equipment in at least one municipal park such as Park for the Elderly, Optimist Park, or the park across the street from L' Académie de la Seigneurie school.	Short Term	Capital	9,200.00	Not started	2028	For 1 piece of outdoor fitness equipment (including tax, shipping/freight/installation) is from 7000-10 000 Awalting quotes from Open Space on outdoor fitness circuits estimated cost \$100 000 Potentiel partnership with Catholic School Board having some funding to contribute.
69	PO29	Develop a small craft rental/lending program.	Short Term	Operating	-	Not Started	2028	Recommend moving to mid-long term project. Complete program analysis if municipality should purchase the crafts and provide staff to rent or subcontract the service and they bring all equipment and collect payment.
70	PO3	Create and adopt a parkland dedication by- law and cash-in-lieu of parkland policy.	Short Term	Operating	-	Not started	2028	Should state: establishes the entirety of the Municipality as an area for which the conveyance of a portion of laut to be (re)developed or the payment of money in lieu of such converyance shall be required as a condition of the development. Research bylaws in other municipalities for starting point.
71	PO2	Amend the municipal User Fee By-law 2018- 083 to remove the fee of cash-in-lieu of parkland.	Short Term	Operating	-	Not started	2025	Amend By-Law 2018-083
72	SD16	Develop an event policy to guide the Municipality's support to providers for, and management of, community-oriented and visitor-attractive events.	Short Term	Operating	-	Not Started	2029	Review other municipalties policies
73	PO27	Work with the South Nation Conservation Authority to install an accessible smart craft put-in/out in Nation Park.	Short Term	Capital	20,000.00	Not Started	2029	Create a plan with SNC
74	SD4	Consider the possible future need for Department staff capacity to build communications, promotion and event provision functions.	Medium-Long	Operating	-	Not Started	2030	Adding more community engagement staff to host activities
75	F12	Plan for a total of six co-located pickleball courts on the school property, with four more to be added in upcoming years, to support club and tournament activity.	Medium	Operating	120,000.00	planning	2030	Would strongly recommend building the Pickball courts before the tennis courts. Or Combo Tennis/Pickleball Courts Look for funding opportunities -was \$185 000 for 2 new outdoor courts projecting over \$250 000
76	F8	Provide four new tennis courts to support the Casselman Tennis Club and future growth in sport, and remove the J.R. Brisson courts.	Short Term	Capital	300,000.00	Not started	2030	Strongly recommend building combination Pickleball and Tennis Courts Grant opportunities decrease time line
77	F9	Monitor use of the new courts once they are operating and replace the two existing courts if needed.	Medium	Capital	-	Not started	2030	Takes place after courts are built
78	F10	Assess potential to reuse existing lights at the J.R. Brisson courts at the new facility. Work with developers to explore the	Short Term	Operating		Not started	2030	Dependant on where and when tennis courts are being built and assessing the condition of lights
79	PO22	feasibility of integrating an off-leash dog area within new parkland, with a focus on areas with natural heritage features that may not require fencing.	Short - Medium	Operating	-	Planning Phase	2030	Research if there are any future plans for nature trails and posibility of making them off leash and dog friendly
80	F16	Prepare a strategic long-term plan to integrate the facilities and spaces at the Paul- Émile Lévesque Centre and 750 Principale Street in a wellness hub.	Medium	Study	35,000.00	Not Started	2030	Apprehensive investing in a study that encompasses long term plans for 750 Principale building
81	PO15	Install an accessible washroom or portalet in Park for the Elderly.	Medium	Capital	100,000.00	Planning	2030	Continue with renting an accessible portalet Consider moving to Long Term
82	PO7	Develop an Active Transportation Master Plan.	Short Term	Study	60,000.00	Not Started	2030	Human-Powered forms of travel: walking, cycling, in-line skating, skateboarding, skiing, canoeing and more. Connectivity through paths, trails, street linkage. Even walking paths inside parks
83	PO21	Plan to include outdoor fitness equipment in future parkland as part of the Casselman Development Subdivision.	Short - Medium	Operating	-	Not started	2030	in new subdivision park
84	P031	Develop a skate park. Possible future provision of a field house should be established through a feasibility study that establishes evidence of local need and unmet demand for another facility to serve the regional market, and anticipated capital and operating costs, considering the potential to partner with either of the School Boards to redevelop one of the existing secondary school track and field combinations.	Medium Medium	Capital	40,000.00	Not started Not Started	2030	Locate appropriate location The decision to conduct a detailed feasibility in the future should be based on evidence of local need through monitoring use of existing facilities and should also consider unment demand in the regional market for another facility. It is unlikely that: -even with population growth- Casselman-based use alone would support a domed filed house. Partnering with either of the School Boards in a joint development and use initiative to redeelp one of the existing secondary school track and field combinations could also improve the feasibility of the project. At the same time, municipal use of the resulting facility would be shared with the school and, given no access during sachedin hours, would not increase weekduly programming capacity.
86	PE4	Consider designating a specific municipal park such as Park for the Elderly for arts and culture programming.	Medium	Operating	-	Not started	2031	Bird's Eye View Park to focus on arts and culture Investgage brining Westboro Brainery classes to Casselman Parks or Halls
87	SD20	Develop a Park/Facility Naming Policy that aligns with current practices discussed in the Plan.	Medium	Operating	-	Not Started	2031	See other municipalties processes
88	PO30	Explore installing a small craft launch on the north side of the river, west of Principale St.	Long term	Capital	20,000.00	Not Started	2034	
89	F13	Existing ball diamonds should accommodate needed use to the end of the planning term.	All	Operating	0	Ongoing	Ongoing	Ensure ball diamonds are well maintained yearly
90	F17	Do not develop an aquatic facility.	All	Operating	-	Complete	2024	
91	F19	A field house cannot be supported now based on community size, no apparent demand and regional market considerations, in view of the costs that would accrue to the Municipality.	All	Operating	-	Complete	2024	

Total 666,200.00 2,026.00 162,500.00 382,000.00 387,000.00 380,000.00 282,000.00 282,000.00 277,000.00 280,000.00 277,000.00 282,000.00 277,000.00 282,000.00 277,000.00 282,000.00 277,000