

**MUNICIPALITY OF CASSELMAN**  
**REGULAR MEETING**

**Tuesday, February 4, 2025, 6:00 P.M.**  
**Council Meeting Room**  
**750 Principale - Hall B1**  
**Casselman, ON, K0A 1M0**

**Council**  
**Genevieve Lajoie, Mayor**  
**Paul Groulx, Councillor**  
**Francine Leblanc, Councillor**  
**Anik Charron, Councillor**  
**Sylvain Cleroux, Councillor**

**Resource persons**  
**Sébastien Dion, Clerk**  
**Yves Morrissette, CAO**  
**Mérodie Sorrell, Director of operations and human resources**  
**Simon Thibeault, Treasurer**  
**Pierre-Paul Beauchamp, Director of Public Work**  
**Pascal Doucet, Planner**  
**Martin Allard, Chief Building Official**  
**Jenna Huisman, Director of Parks and Recreation**  
**Mario Cardinal, Deputy Fire Chief**

1. OPENING OF THE MEETING

The chair calls the members to order at 6:00 p.m.

2. ADOPTION OF AGENDA

Resolution No. 2025-17

Moved by: Sylvain Cleroux  
Seconded by: Anik Charron

Be it resolved that the agenda be accepted, without modifications.

Carried

3. LAND ACKNOWLEDGEMENT

*We acknowledge that in Eastern Ontario, we are on the unceded traditional territory of the Algonquin Anishnaabe and on the vast territory of the Haudenosaunee.*

4. DISCLOSURE OF PECUNIARY INTERESTS

5. CLOSED SESSION

Resolution No. 2025-18

Moved by: Francine Leblanc

Seconded by: Sylvain Cleroux

Be it resolved that Council proceed in closed session at 6:01 p.m. for the following item:

18.2 Report OPS-2-2025 (HC) - Real Estate Litigation File, (pursuant to subsection 239(2)(e)(f)(i) of the *Municipal Act 2001*.

Carried

Return to open session at 6:32 p.m.

- 6. DELEGATIONS
- 7. MAYOR’S & COUNCILLORS MESSAGE
- 8. CONSENT ITEMS

*All items listed under the consent items will be adopted by a single motion requiring a majority vote. These items will not be discussed separately unless it is requested, prior to the Council voting on the motion, that a consent item be severed from the motion. The separate item(s) will be reviewed immediately after the consent points.*

Resolution No. 2025-19

Moved by: Anik Charron

Seconded by: Francine Leblanc

Be it resolved that all items listed under the consent items section be received and/or adopted as presented.

Carried

- 1. Adoption of the minutes of the Regular meeting held January 14, 2025
- 2. Reception of the minutes of the Casselman Library Board of September 18, 2024
- 3. Reception of the minutes of the Community Engagement Committee of October 21, 2024
- 4. Reception of the Quaterly Newsletter - December 2024 and January 2025
- 9. NOTICES OF MOTIONS AND MEMBERS' ITEMS
- 10. FORMAL REQUESTS FROM COMMITTEES AND LOCAL BOARDS

- 1. Community Engagement Committee - Community Garden Relocation Request

Resolution No. 2025-20

Moved by: Paul Groulx

Seconded by: Francine Leblanc

Be it resolved that Council:

Refer the file to staff so they can explore and identify potential location options, excluding 730 Des Pommiers.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Genevieve Lajoie		X		
Paul Groulx	X			
Francine Leblanc	X			
Anik Charron	X			
Sylvain Cleroux	X			
<b>Results</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>

Vote Type: Majority (Voted), Recorded  
**Carried (4 to 1)**

2. Community Engagement Committee - Shoebox Project

Resolution No. 2025-21

Moved by: Paul Groulx  
Seconded by: Anik Charron

Be it resolved that Council:

Accepts the request from the Community Engagement Committee to organize the 2025 Shoebox Project edition.

Carried

11. REPORTS AND ITEMS OF THE ADMINISTRATION

1. Administration

11.1.1 FIN-1-2025 - Updates related to Policing Fees

Resolution No. 2025-22

Moved by: Francine Leblanc  
Seconded by: Sylvain Cleroux

That Council acknowledges the reception of administrative report FIN-1-2025; and

Authorizes the creation of a new reserve for police expenses and directs the administration to transfer any surplus from the 2025 public safety budget section to this reserve;

Directs the administration to apply an increase of 11.59% when creating the regulation for police expenses, instead of the 19% planned in the budget.

Carried

#### 11.1.2 GR-2-2025 - Community Well-Being - Donation Requests

##### Resolution No. 2025-23

Moved by: Anik Charron

Seconded by: Francine Leblanc

Be it resolved that Council agrees to grant the following funding:

- École Secondaire Catholique de Casselman : 500 \$ for the graduation ceremony.
- Club Optimiste Casselman : 1 500 \$ for the Fondue fundraising event.
- Club Richelieu Casselman : 1 500 \$ for the lobster dinner fundraising event.
- Club 60 Casselman : 770 \$ to provide discounted meals and organize events.

Carried

## 2. Operations and Human Resources

#### 11.2.1 OPS-2-2025 - Update on Projects at 1 Industriel

##### Resolution No. 2025-24

Moved by: Sylvain Cleroux

Seconded by: Francine Leblanc

That Council acknowledges the reception of administrative report OPS-2-2025; and

Directs the administration to sign the service contract for the repair of the water infiltration issue at 1 Industriel, in the amount of \$978,000, taxes included, including engineering fees for project supervision and management; and

Acknowledges receipt of the complete 66% schematic plan for the construction of the new town hall, with no major modifications to structural, mechanical, electrical, plumbing, and design aspects, as presented in Appendix B, in order to present the 99% plans at the February 25, 2025, meeting; and

Acknowledges receipt of the feasibility study for the installation of the generator at 1 Industriel, as presented in Appendix D, and directs the administration to proceed with the tender process, despite not having received a response to the grant application, to ensure minimal disruptions for tenants and reduce the overall costs of this project.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Genevieve Lajoie		X		
Paul Groulx	X			
Francine Leblanc	X			
Anik Charron	X			
Sylvain Cleroux	X			
<b>Results</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>

Vote Type: Majority (Voted), Recorded  
**Carried (4 to 1)**

3. Public Works - By-Law Enforcement

4. Parcs and Recreation

11.4.1 RL-2-2025 - Ad Sponsorship Program with KB Media

Resolution No. 2025-25

Moved by: Anik Charron

Seconded by: Francine Leblanc

That Council acknowledges the reception of administrative report RL-2-2025; and

Agrees to approve the sole sourcing process for this project; and

Directs the administration to present an up-to-date service agreement for a public partnership program agreement with KB Media at a future meeting.

	<b>For</b>	<b>Against</b>	<b>Conflict</b>	<b>Absent</b>
Genevieve Lajoie	X			

Paul Groulx	X			
Francine Leblanc	X			
Anik Charron	X			
Sylvain Cleroux		X		
<b>Results</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>

Vote Type: Majority (Voted), Recorded  
**Carried (4 to 1)**

- 5. Planning
- 6. Construction
- 7. Fire Department

12. BY-LAWS

- 1. 2025-4 - To Appoint a Deputy Emergency Management Co-ordinator

Resolution No. 2025-26

Moved by: Anik Charron  
 Seconded by: Sylvain Cleroux

Be it resolved that By-Law no. 2025-4 to appoint a deputy CEMC be read and adopted in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Carried

13. Correspondence

- 1. Town of Hawkesbury - Municipal Code of Conduct

Resolution No. 2025-27

Moved by: Francine Leblanc  
 Seconded by: Anik Charron

Be it resolved that the Council acknowledges receipt of the correspondence included in the agenda and directs the administration to prepare a resolution of support regarding the statements of the Town of Hawkesbury at the upcoming Council meeting.

Carried

14. QUESTION PERIOD FROM COUNCIL TO DEPARTMENT HEADS

15. PUBLIC QUESTION PERIOD

16. MEETING SCHEDULE

17. UPCOMING EVENTS

[Calendar of events](#)

18. CLOSED SESSION

Resolution No. 2025-28

Moved by: Sylvain Cleroux

Seconded by: Anik Charron

Be it resolved that Council proceed in closed session at 7:55 p.m. for the following items:

- 18.1 Minutes of the closed-session meeting held January 14, 2025
- 18.3 Report DG-3-2025 (HC) - Claim-related Litigation File (pursuant to subsection 239(2)(e)(f) of the Municipal Act, 2001)

Carried

1. Minutes of the closed-session meeting held January 14, 2025

Resolution No. 2025-29

Moved by: Anik Charron

Seconded by: Sylvain Cleroux

Be it resolved that the closed session minutes of January 14, 2025 be adopted as presented.

Carried

2. Report OPS-1-2025 (HC) - Real Estate Litigation File

(pursuant to subsection 239(2)(e)(f)(i) of the Municipal Act, 2001)

Council was briefed on the subject and a direction was given to staff on how to proceed.

3. Report DG-3-2025 (HC) - Claim-related litigation file

(pursuant to subsection 239(2)(e)(f) of the *Municipal Act, 2001*)

Council was briefed on the subject and a direction was given to staff on how to proceed.

Return to open session at 8:25 p.m.

19. CONFIRMATION BY-LAW

1. 2025-5 - To confirm Council procedures at Regular Meeting held February 4, 2025

Resolution No. 2025-30

Moved by: Francine Leblanc

Seconded by: Anik Charron

Be it resolved that By-Law no. 2025-5 to confirm Council's proceedings at its meeting of February 4, 2025 be read and adopted in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.

Carried

20. ADJOURNMENT

Resolution No. 2025-31

Moved by: Anik Charron

Seconded by: Sylvain Cleroux

Be it resolved that the present meeting be adjourned at 8:26 p.m.

Carried

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Geneviève Lajoie, Mayor

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Sébastien Dion, Clerk