

## Administrative Report



MUNICIPALITÉ DE  
**CASSELMAN**  
MUNICIPALITY

Title: Cadets 2804 Contract Renewal

Report Number: RL-3-2025

Date: 2025-2-25

Supporting Documents:

A - 2025-2029 Cadets 2804 Proposed Contract

B – 2022-2024 Cadets 2804 Current Contract

Submitted By: Jenna Huisman, Director of Parks and Recreation

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### Recommendation(s)

That Council acknowledges the reception of administrative report RL-3-2025; and

Approves the renewal of the rental agreement with the Support Committee 2804 CCRAC for space within the Paul-Émile Lévesque Center, pending confirmation from the municipal insurer.

### Recommandation(s)

Que le Conseil accuse réception du rapport administratif RL-3-2025; et

Approuve le renouvellement de l'entente de location avec le Comité de soutien 2804 CCRAC pour un espace au Centre Paul-Émile Lévesque, sous réserve de la confirmation de l'assureur municipal.

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### Objective

To present council the proposed contract renewal (A - 2025-2029 Cadets Contract) of the facility rental agreement between the Municipality of Casselman and the 2804 Royal Canadian Army Cadet Corps (RCACC) for the use of the CPEL Hall. The agreement ensures the continued presence of this valuable, free youth program in the community, aligning with the municipality's commitment to supporting youth development and leadership initiatives.

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## Analysis

The 2804 RCACC has been a longstanding and valued tenant of CPEL Hall, using the space since 2012. Previous councils opted for a formal agreement due to the numerous rentals and the group's specific requests. Previous Councils. With a membership of approximately 50 youth, the Cadets use the CPEL spaces twice a week for their programs which include the large and small hall and two classrooms on the 2nd level. The group also occupies two offices on the main level and storage units. The offices, classrooms and storage spaces are for the exclusive use of the Cadets. Their program provides invaluable opportunities for youth, fostering leadership, discipline, and community involvement. Some of their recent achievements for 2804 include:

- First Aid Certification: 15 cadets certified in First Aid; 2 cadets became First Aid Instructors.
- Community Engagement: Participation in the Remembrance Day Parade (23 cadets), Christmas Parade (15 cadets), and Russell Legion Poppy Drive, raising \$2,068 in 8 hours.
- Excellence in Competitions: Five cadets reached Provincial Marksmanship Championships (placing 12th), with another team preparing for competition this year.
- Financial Responsibility & Grants: Their Support Committee secured \$10,000 in grant funding and was recognized as Ontario's Top Support Committee (Small Corps - Under 50 Cadets).
- Educational & Leadership Support: The committee provides scholarships and bursaries to cadets pursuing post-secondary education.
- Recognition & Volunteerism: Genevieve Dwyer, Chair of the Support Committee, received Volunteer of the Year for Ward 4 (The Nation).

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## Financial Impact

Details	Approved Budget	Actual expenses to this date	Projected Expenses for this project	Variance
2804 CCRAC	0.00	0.00	0.00	\$0

The Municipality accounted for \$5783.75 in revenue towards the CPEL seasonal rentals account in 2024. To adhere to program demands they felt it necessary to purchase additional visits above the allotted 58 resulting in an extra fee of \$1,247.75 not originally budgeted.

### New fee calculation

Indicated in the last agreement (B – 2022-2024 - Cadets 2804), the annual rate was \$4,536 per year which includes the designated 58 visits. This averages to be \$78.20 per visit. With growing demands, they have calculated that their program requires 67 visits per year to run successfully. Rounding the fee up to \$79 per visit for 67 visits calculates the new annual fee of \$5293.00 + tax.

## Key modifications to the agreement

- Increasing rental days from 58 visits to 67 visits per year.
- A five-year contract instead of the previous three-year term.
- A price adjustment from \$4,536.00 to \$5,293.00 (plus tax) to reflect prorated use at \$79 per visit.
- A revised payment schedule from two installments to four installments.
- Inclusion of one annual fundraising event free of charge, not limited to a dice run.
- Clarified insurance requirements for better risk management.

The renewed agreement will generate \$5,293.00 annually in revenue, a moderate increase from the previous \$4,536.00 per year. This adjustment accounts for additional rental days while ensuring the program remains financially sustainable. The longer-term five-year agreement provides stability for both parties, reducing administrative workload while ensuring a steady revenue stream for CPEL Hall.

This agreement ensures the continuation of a valuable youth leadership program, supports community development, and maintains responsible financial planning for municipal spaces.

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## References

2024-2028 Strategic Plan

Service Excellence: Pursue collaborative partnerships and shared services agreements to improve customer service and increase efficiency.

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## Other Options

Council could offer other subsidised options.

Approval

Yves Morrisette, Chief Administrative Officer

