

Administrative Report



MUNICIPALITÉ DE
CASSELMAN
MUNICIPALITY

Title: Tennis Courts – Trillium Capital Grant

Report Number: RL-4-2025

Date: 2025-2-19

Supporting Documents:

A - Estimates

Submitted By: Jenna Huisman, Director of Parks and Recreation

Recommendation(s)

That Council acknowledges the reception of administrative report RL-4-2025; and

Approves the 2025 OTF application for two new tennis courts.

Recommandation(s)

Que le Conseil accuse réception du rapport administratif RL-4-2025; et

Approuve la demande de la FTO pour deux nouveaux courts de tennis.

Objective

The objective of this report is to obtain council approval to apply for the Ontario Trillium Foundation's Capital Grant to secure funding for the construction of two new tennis courts. This project aims to enhance recreational opportunities, promote active living, and support the goals outlined in the Parks Master Plan and the municipality's strategic vision for community well-being.

Analysis

Parks Master Plan

The Parks Master Plan identifies the current tennis courts at the J.R. Brisson Complex as substandard and highlights the need for new courts to support community growth and enhance recreational offerings. The plan advocates for a phased approach, initially constructing four new courts while temporarily maintaining the existing ones to ensure service continuity. The eventual removal of the two old courts would support broader community development goals.

Key Recommendations from the Parks Master Plan:

- **F7:** Collaborate with School Boards to explore shared-use tennis courts on school grounds.
- **F8:** Build four new tennis courts to accommodate the Casselman Tennis Club and future sport growth, followed by the removal of the J.R. Brisson courts.
- **F9:** Monitor usage of the new courts and assess the need to replace the two existing courts.

Location

The location of the proposed new tennis courts will be determined through a strategic and thoughtful process. The municipality will collaborate with local school boards and evaluate key factors such as interest, land availability, accessibility, community impact, and long-term sustainability. Committed to selecting a location that optimizes usability and meets the needs of our growing community, ensuring the new courts become a valued and well-utilized asset for Casselman residents of all ages.

Securing the necessary funds for this project will require a strategic and collaborative approach. By exploring these alternative funding sources, the municipality can minimize financial strain while ensuring the successful completion of new tennis courts that will benefit the community for years to come. With council's support, we can move forward with the Ontario Trillium Foundation Capital Grant application and actively pursue additional funding opportunities to bridge the remaining gap.

Quotes

To ensure a competitive process and respect the procurement By-law, several companies were contacted for quotes on constructing 2 and 4 new tennis courts. Unfortunately, Premium Court, Sport Court Ontario, Total Sports Solutions, and Court Contractors replied that Casselman falls outside of their service area and did not provide estimates. However, CanAm Courts and Court Surface Specialist, that built our brand-new pickleball courts, both responded with detailed quotes (**A – Estimates**). These figures highlighted a significant difference from the original \$300,000 estimate outlined in the Parks Master Plan for 4 courts, emphasizing the importance of applying for external funding to even consider this project.

	2 Tennis Courts	4 Tennis Courts
Court Surface Specialist	\$454,881.50	\$808,797.50
CanAm Courts	\$295,269.00	\$458,407.10

Potential additional cost

If the new tennis courts are located adjacent to the existing pickleball courts, the planned electrical connection for lighting scheduled for this spring can accommodate the additional load, minimizing costs. However, if the courts are situated elsewhere, there may be additional expenses to extend power to the light fixtures. Other potential fees or unplanned costs may include additional site preparation and grading, permitting and approval fees, utility connections, landscaping restoration, accessibility requirements, stormwater management, environmental impact mitigation, unexpected ground conditions, and

maintenance equipment needs. Although many of these tasks can be managed internally using municipal resources, we must still consider potential external costs.

Grant Opportunities

The **Ontario Supporting Communities with New and Upgraded Sport and Recreation Facilities** grant presents a valuable opportunity for municipalities seeking to enhance local recreational infrastructure. The program's **Stream 2** focuses on building new and transformative sports and recreation facilities, including replacing outdated amenities. However, as a cost-sharing program, it requires the municipality to cover 50% of the project costs, making this grant financially unfeasible at this time.

The **Ontario Trillium Foundation (OTF) Capital Grant** offers a highly suitable opportunity for Casselman to secure funding for the construction for at least two new tennis courts. This grant is designed to improve community facilities and physical spaces, providing up to \$200,000 over one year to support projects that enhance recreational and community infrastructure. The grant aims to foster physically active lifestyles, enrich lives through arts, culture, and heritage, and build healthy and vibrant communities where all residents feel a sense of belonging. With Casselman's population well below 20,000, the municipality is eligible to apply under the "Foster physically active lifestyles" funding priority. The grant application window is from February 5 to March 5, 2025. Last year, the Municipality of Casselman was fortunate to receive OTF funding for the CPEL renovations

Financial Impact

Details	Approved Budget	Actual expenses to this date	Projected Expenses for this project	Variance
2 new Tennis Courts	\$30 000 In reserve	0.00	\$295,269.00	-\$265,269.00

Even if we choose the most cost-effective option and secure the maximum \$200,000 from the Ontario Trillium Foundation Capital Grant, we would still be just under \$100,000 short of the total project cost.

The current budget includes \$30,000 set aside in a reserve fund for tennis courts, which could be allocated to support this project. However, a portion of these funds was initially intended for a resurfacing project on the two existing courts to extend their lifespan and maintain playability. Utilizing this reserve for the new courts would eliminate any budget for repairs and maintenance of the existing courts.

To address the remaining \$70,000 funding shortfall, the municipality can explore various alternative financial sources. A combination of these strategies could help bridge the gap:

- Stack with other non-provincial grants
- Explore the Regional Community Investment Fund of the UCPR for year 2026 (Potential of \$50,000)
- Consider shifting funds from other capital projects
- Monetary contribution from local community partnerships such as a school board
- Sponsorships through naming rights, advertisement, or corporate donations

Ultimately, the balance not covered by the Trillium grant and other sources of revenues will need to be budgeted in 2026. Securing the necessary funds for this project will require a strategic and collaborative approach. By exploring these alternative funding sources, the municipality can minimize financial strain while ensuring the successful completion of new tennis courts that will benefit the community for years to come. With council's support, we can move forward with the Ontario Trillium Foundation Capital Grant application and if approved, actively pursue additional funding opportunities to bridge the remaining gap.

In alignment with Recommendation F8 of the Parks Master Plan, which calls for the construction of four additional tennis courts to support community growth, these new courts will be incorporated into the upcoming General Development Charges By-law renewal, scheduled to take effect on July 1, 2026.

References

Municipality of Casselman – Parks and Recreation Master Plan
2024-2028 Strategic Plan

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

Other Options

Council could offer other subsidised options or vote not to move forward with the application.

Approval

Yves Morrissette, Chief Administrative Officer

