



RECREATION, PARKS AND CULTURE COMMITTEE MEETING MINUTES
October 23rd 2025
East Ferris Council Chambers

PRESENT: Steven Trahan, Chair Wendy St. Denis
Michelle St. Onge Kim Rose, Clerk
Greg Kirton, Director of Community Services
Jenna Cowden, Recreation Coordinator

EXCUSED ABSENT: Donna St. Martin Jessie Perron

OTHERS IN ATTENDANCE: None at this session.

1. **Call to Order** – Chair Trahan called the meeting to order at 3:30 p.m.
2. **Adoption of Agenda**

Motion No. 2025-13

Moved by Wendy St. Denis

Seconded by Michelle St. Onge

THAT the draft agenda circulated to the Recreation, Parks and Culture Committee dated the 23rd day of October, 2025 be hereby adopted as circulated.

CARRIED

3. **Acceptance of Minutes of the Previous Meeting:**

Motion No. 2025-14

Moved by Wendy St. Denis

Seconded by Michelle St. Onge

THAT the Minutes of the Regular Meeting of the Recreation, Parks and Culture Committee held on July 15th, 2025 be adopted as circulated.

CARRIED

4. **Business Arising from the Minutes**

None for this session.

5. **Declarations of Conflict of Interest**

None for this session.



6. Chair's Comments

Chair Trahan noted that the invited guest was unable to attend.

7. Delegations to Committee

None for this session.

8. Committee Reports

None for this session.

9. Correspondence and Information Items

a) Letter of Resignation:

The Committee received a letter of resignation from Committee Member Donna St. Martin. The Chair noted that the Committee will have to remain diligent with its attendance to ensure quorum until the seat is filled.

Motion No. 2025-15

Moved by Michelle St. Onge

Seconded by Wendy St. Denis

THAT the Parks, Recreation and Culture Committee accepts the letter of resignation from Donna St. Martin from the Committee;

AND THAT this letter be forwarded to Council to declare the seat vacant.

CARRIED

10. Action Items

None for this session.

11. Other Business

- a) 2026 Carnival:** The Director of Community Services advised that Council passed a resolution accepting the Committee's request for additional funds for the purpose of event planning for the remainder of 2025, until the 2026 budget has passed.

The Committee discussed the options for activities brought forward by Chair Trahan and the Director of Community Services. Once the list has been narrowed, Mr. Kirton will forward an email to the Committee and reach out to the Carnival



Committee for their input.

- b) Committee Mandate Review:** Members discussed the Draft Mandate and passed the following resolution:

Motion No. 2025-16

Moved by Wendy St. Denis

Seconded by Michelle St. Onge

THAT the Parks, Recreation and Culture Committee recommends to Council that the Mandate for the Committee under the Terms and References for Boards and Committees be amended as presented.

CARRIED

- c) 2026 Events and Activities:** This item will come forward to the next meeting of the Committee.

12. In Camera

None for this session.

13. Adjournment

Motion No. 2025-17

Moved by Michelle St. Onge

Seconded by Wendy St. Denis

THAT the Recreation, Parks and Culture Committee meeting adjourn at 4:30 p.m. and meet again on January 8th, 2026 or at the call of the Chair.

CARRIED

CHAIR

RECORDING CLERK