



**Township of Cramahe Parks & Recreation Committee  
Minutes**

**February 9, 2026, 4:00 p.m.**

Members Present: Joel Schriver  
Michelle MacDonald  
Matthew Dunleavy  
Jay Robinson  
Steve McRae  
Barb Marian

Members Absent: KERRIE WRIKER  
Amanda Visneski

Staff Present: CHRIS CURWIN  
NICOLE NEWTON

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**1. MEETING DETAILS**

**In Person Meeting**

Municipal Office - 3rd Floor  
1 Toronto Street, Colborne.

**2. CALL TO ORDER**

Chair M. Dunleavy called the meeting to order at 4:02pm.

**3. CONFIRMATION OF AGENDA**

**Moved by** Barb Marian  
**Seconded by** Steve McRae

**BE IT RESOLVED THAT** the Parks & Recreation Committee approve the agenda as amended to include item 9.c. Other Business.

**CARRIED**

**4. DISCLOSURES OF PECUNIARY INTEREST**

None.

**5. ADOPTION OF MINUTES**

**Moved by** Steve McRae  
**Seconded by** Jay Robinson

**BE IT RESOLVED THAT** the Parks & Recreation Advisory Committee approve the minutes from October 27, 2025 as presented.

**CARRIED**

**6. REPORTS**

**7. CORRESPONDENCE**

**8. ITEMS FOR INFORMATION**

**9. BUSINESS ARISING FROM THE MINUTES**

**9.a Elgin Street Sports Park Project**

Committee to discuss:

- Musco Lighting Quote update from C. Curwin;
- Mini-Pitch Modular Sports Solutions;
- 2026 Industrial Sponsors and letter;
- N. Newton to provide list of sponsorship leads;

The Committee discussed a potential grant application to the Ontario Trillium Foundation (OTF). N. Newton will confirm whether a previous Council resolution provides blanket authorization for grant applications.

C. Curwin advised that efforts will focus on securing industrial sponsors and support letters. An update was provided that \$10,000 has been raised to date. There is no budget transfer allocated this year. The Committee confirmed intent to apply for OTF funding, pending confirmation of Council authorization.

It was agreed to prioritize completion of surface works, beginning with the basketball court, to achieve an early, visible success.

The Committee discussed the need for a coordinated sponsorship outreach plan, including a consistent script outlining the request. While a recognition wall remains part of the plan, formal sponsorship tiers (e.g., Gold, Platinum) have not yet been established. Jay will draft a sponsorship script and may update the brochure package. N. Newton will circulate the current sponsor list for Committee review and feedback, and C. Curwin will follow up with the contractor.

#### **9.b Event Debrief**

Committee to debrief and discuss:

- Santa Claus Parade
- Festival of Trees
- Skate with Santa

Committee discussed the use of this year's event funding, through the Parks and Recreation Departmental budget, totalling \$12,000.

2025 events were not held in spirit of making funds, and were to bring awareness to the committee and the ESSP project. More funds will be needed for Santa Claus Parade, increasing the supplies by around 30-50%.

\$136 was raised at Skate with Santa and donated to the foodbank.

Committee would like to continue with the Summer Kick-Off and Touch a Truck in 2026.

#### **9.c OTHER BUSINESS**

Committee discussion on the 2026 Council budget process and allocations. Request to update the ESSP funding thermometer.

**10. CONFIRMATION OF NEXT MEETING**

Next meeting date of April 20th, 2026 at 4:00pm.

**11. ADJOURNMENT**

**Moved by** Matthew Dunleavy

**Seconded by** Steve McRae

**BE IT RESOLVED THAT** the Parks and Recreation Advisory Committee adjourn the meeting at 5:31pm.

**CARRIED**

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Chair

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Board Secretary