



Co-An Park Advisory Committee Meeting Minutes

September 10, 2025 – 5:00 PM

Location: Co-An Park Office, 11071 11th Concession Rd, McGregor, Ontario

Accessible formats or communication supports are available upon request.

Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

Present:

Chair - McAgy, Christine

Vice Chair – Meloche, Jim

Councillor - Verbeek, Kim – Essex Ward 2

Councillor - McArthur, Don - Amherstburg

Member – DiBiase, Alexander – Amherstburg

Member - Drew, Chris – Amherstburg

Member - Mills, Rachael - Essex

Also Present:

Director, Community Services, Town of Essex – Morassut, Jake

Regrets:

Secretary Treasurer – Bissonnette, Joanne

Absent:

Member – Sellars, Murray - Amherstburg

1. Call to Order

Tina McAgy, Chair called the meeting to order at 5:00 p.m.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the

Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Co-An Park Advisory Committee Meeting Agenda for September 10, 2025

CAP-2025-09-001

Moved by Jim Meloche
Seconded by Chris Drew

That the published agenda for September 10, 2025 Co-An Park Advisory Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Co-An Park Advisory Committee Meeting Minutes for August 13, 2025

CAP-2025-09-002

Moved by Rachael Mills
Seconded by Chris Drew

That the minutes of the Co-An Park Advisory Committee Meeting held August 13, 2025 be approved as circulated.

Carried

6. Old Business

6.1 Concession 2026 Season

The Committee reviewed lease options and quotes for the canteen.

CAP-2025-09-003

Moved by Chris Drew
Seconded by Jim Meloche

That Pursuit for Happiness inc., be approached for a long-term lease; and

That a Request for Proposal (RFP) will be prepared and issued for contracting services.

Carried

6.2 Sertoma Playground Equipment

The Town of Essex confirmed their ability to remove the existing equipment

7. Reports from Administration

7.1 Costing Report September 3, 2025

CAP-2025-09-004

Moved by Councillor Don McArthur

Seconded by Councillor Kim Verbeek

That the Costing report for the Co-An Park dated September 3, 2025 be adopted as circulated.

Carried

8. New Business

8.1 2026 Budget

The Co-An Park Committee reviewed the proposed 2026 Budget.

CAP-2025-09-005

Moved by Councillor Don McArthur

Seconded by Rachael Mills

That the Co-An Park Committee approve the proposed 2026 Budget; and

That the Co-An Park Committee recommends that the Councils of Essex and Amherstburg approve the proposed 2026 Budget as submitted by the Committee.

Carried

8.2 Unspent 2025 Capital

CAP-2025-09-006

Moved by Jim Meloche

Seconded by Chris Drew

That the Co-An Park Committee recommend to the Councils of Essex and Amherstburg that any unspent 2025 Capital funds be added to the 2026 Capital Budget.

Carried

8.3 Stage

Discussion took place and more information is required, Heidi Baillargeon to be contacted regarding portable stages.

8.4 Picnic Tables for Playground

CAP-2025-09-007

Moved by Jim Meloche
Seconded by Chris Drew

That a letter be sent to both Town Accessibility Committees to consider contributing funds towards four accessible picnic tables for the playground.

Carried

8.5 Water Fill Station

Jake Morrasut to explore the pricing options for installing a water refill station.

8.6 AED Outdoor unit

Councillor Verbeek to contact David Thibodeau of Essex-Windsor EMS, to request a quote.

9. Adjournment

CAP-2025-09-007

Moved by Jim Meloche
Seconded by Rachael Mills

That the meeting be adjourned at 5:45 pm.

Carried

10. Future Meetings

October 8, 2025 at 5:00 PM – Co-An Park Office