



Co-An Park Committee Meeting Minutes

February 10, 2021, 5:00 PM

Location: Electronic Meeting

Accessible formats or communication supports are available upon request. by contacting the Co-An Park office at 519-726-5434

Present: Christine McAgy – Chair -Town of Essex Committee Member
Jim Meloche - Co-Chair Town of Essex Committee Member
Jonathon Little – Town of Essex Committee Member
Kim Verbeek – Town of Essex Ward 2 Councillor
Leo Meloche – Deputy Mayor Town of Amherstburg
Jennie Lajoie – Town of Amherstburg Committee Member
Vacancy -Town of Amherstburg

Also Present: Kevin Fox – Town of Amherstburg Policy and Committee Coordinator

Regrets: Murray Sellars – Town of Amherstburg Committee Member

1. Call to Order

The Chair called the meeting to order at 5:00 PM

2. Declarations of Conflict of Interest

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

3. Adoption of Published Agenda

3.1 Co-An Park Committee Meeting Agenda for February 10, 2021

Co-An Park Committee CAP 21-02-001

Moved by Deputy Mayor Leo Meloche

Seconded by Jennie Lajoie

That the published agenda for the February 10, 2021 Co-An Park Committee Meeting be adopted as presented with the following amendments:

1. Add under New Business #8.3 Essex Gas and Steam Club entrance
2. Add under New Business #8.4 Abandoned Car at Co-An Entrance

Carried

4. Adoption of Minutes

4.1 Co-An Park Committee Meeting Minutes for September 9, 2020

Co-An Park Committee CAP 21-02-002

Moved by Jim Meloche

Seconded by Kim Verbeek

That the minutes of the Co-An Park Committee Meeting held September 9, 2020 be adopted as circulated.

Carried

5 Unfinished Business

5.1 Capital Projects – Perimeter fence on western border of park

Discussion took place, additional quotes required, to contact Town of Essex for past RFP on fencing; as soon as weather permits, a walk a round to be scheduled inviting bordering neighbour to view potential trees obstructing fence line.

6. Reports from Administration

6.1 Year End Financial Report

Financials were reviewed noting the deficit of \$7,317.87 and that the committee should keep conscious of areas where expenses could be cut or lowed to offset; the cost of utilities were noted where Kim Verbeek suggested that she would look into LED fixtures for the parking lots as the Town of Essex will be swapping out some of their fixtures.

Co-An Committee CAP-21-02-003

Moved by Jonathan Little

Seconded by Leo Meloche

That the 2020 Year End Financial Report listed in Agenda Item 7 be received and approved for distribution.

Carried

7. Co-An Park Contracts and Leases

7.1 Maintenance Contract

Co-An Park Committee CAP-21-02-004

Moved by Kim Verbeek

Seconded by Jonathan Little

That the Co-An Committee renew Gary Rocheleau's Maintenance contract as written/amended for the 2021 season; contract to commence April 1, 2021 and end October 31, 2021 with an option for renewal

Carried

7.2 Concession Stand Lease

Co-An Committee CAP-21-02-005

Moved by Kim Verbeek

Seconded by Jonathan Little

That the Co-An Committee renew Tricia Meloche's Lease contract as written/amended for the 2021 season. Opening or Closure for the 2021 season due to Co-Vid status will be confirmed no later than June 1, 2021, otherwise will coincide with event bookings and be regulated by Co-Vid restrictions outlined by Local, Provincial and Federal bodies and will end October 31, 2021 with an option for renewal

Carried

8. New Business

8.1 2021 Bookings -Co-AN Park Contracts

Discussion took place; the Co-An Committee will run on the side of caution; securing safety of all residents is priority and agree to follow Local, Provincial and Federal guidelines description here if needed

Co-An Park Committee CAP 21-02-006

Moved by Jim Meloche
Seconded by Leo Meloche

That the Co-An Committee approve 2021 contracts to be dispersed, noting all contracts are subject to Co-Vid regulations and must adhere to laws in place at the time of event, if event is cancelled due to Co-vid pandemic restrictions, a full refund of Co-An fees remitted will be reimbursed; all other expenses incurred will be at the individual's risk.

Carried

8.2 League Play / User Fees

Discussion took place regarding league play, user fees and Co-Vid pandemic; Co-An Committee agree \$11 user fee to remain intact, Co-Vid waiver forms to be dispersed to leagues and attendants at washrooms must be adhered to if required by Local government guidelines

8.3 Essex Gas and Steam Engine Museum Entrance

Discussion took place; to confirm with Essex Steam and Gas Engine Museum that their entrance gates should remain closed throughout the off season

8.4 Abandoned Car at Co-An Park Entrance

Discussion took place regarding an abandoned car that was left at entrance of park; it has since been removed

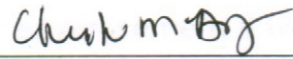
9. Adjournment

Co-An Committee CAP 21-02-007

Moved by Jonathan Little
Seconded by Jim Meloche

That the meeting be adjourned at 5:52 PM and that a calendar of future meetings be forwarded to all members to reflect tentative dates of the second Wednesday

Carried



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer