



Co-An Park Committee Meeting Minutes

August 11, 2021 – Time 5:00 PM

Location: Co-An Park Pavilion

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: Christine McAgy – Chair -Town of Essex Committee Member
Jim Meloche - Co-Chair 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: Joanne Bissonnette-Secretary Treasurer for the Co-An Park

Regrets: Jonathon Little – Town of Essex Committee Member

Absent : Murray Sellars – Town of Amherstburg Committee Member

1. Call to Order

The Chair called meeting to order at 5:00 p.m.

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 August 11, 2021

CAP 21-08-018

Moved by Jim Meloche

Seconded by Deputy Mayor Leo Meloche

That the published agenda for August 11, 2021, listed in Agenda item 3.1 for the Co-An Park Committee Meeting be adopted as presented with the following amendments:

1. Format Change, add column in Costing report #7.1 **Carried**

4. Adoption of Minutes

4.1 Co-An Park Committee Meeting Minutes for June 9, 2021

CAP 21-08-019

Moved by Jim Meloche

Seconded by Councillor Kim Verbeek

That the minutes listed in Agenda item 4.1 for the Co-An Park Committee Meeting held June 9, 2021 be adopted as circulated. **Carried**

5. Park Tour

- 5.1 Park tour cancelled due to rain; committee noted facility looking well maintained

6. Unfinished Business

6.1 Capital Project – Perimeter Fence -Update – Guardian Fence

Job complete August 4, 2021; Capital request for payment submitted

6.2 Future Development of Co-An Park

Teams meeting took place August 5, 2021, between Doug Sweet, Heidi Baillargeon, Tina McAgy and Joanne Bissonnette regarding strategies and an action plan to co-ordinate future development of the Co-An Park between all three bodies; Town of Essex, Town of Amherstburg and the Co-An park committee. Moving forward:

1. An Official Master Plan needs to be in place, where both municipalities and its residents agree as to what is needed and a timeline set in place,

2. A Topographical survey needs to be scheduled – Doug Sweet called after meeting to advise this expense has been approved and will be done within the next 6-8 weeks
3. Going forward towns request the Co-An committee to officially request in a formal letter any budget needs for the next season, along with a wish list of capital items set in priority; working collectively with all three bodies, obtaining possible grants will be a stronger voice and more effective
4. The annual Capital budget of \$15,000 per town, will be allocated for the park's discretion to take care of minimum to medium priced capital and larger items will be budgeted in phases by the towns through the Official Master Plan
5. Town of Amherstburg is working on streamlining all guidelines so contractors and committees will have the same information across the board
6. Town of Amherstburg's Finance and Legal departments will be looking at any agreements and user contracts and bringing current; they will advise as to what information they will need
7. Both towns have surplus yards; once the Co-An committee evaluates their needs, items like parking curbs, trash bins etc., may be available

7. Reports from Administration

7.1 Costing Report

CAP 21-08-020

Moved by Deputy Mayor Leo Meloche

Seconded by Councillor Kim Verbeek

That the Costing report in Agenda Item 7.1 be received with format change.

Carried

8. New Business

8.1 Events - Mug Run Slated for September 25, 2021

Town has been approached by Ryan Raymond of the Mug Run and have given a letter of support deeming the function a municipal significant event with the purpose of obtaining a Special Occasion Permit. Noting at present, Stage 3 restrictions may not accommodate the size of this event

8.2 League Play

To bring everyone up to date, we presently have 5 leagues that are using the facility and are following Co-vid protocols

9. Adjournment

CAP 21-08-021

Moved by Deputy Mayor Leo Meloche
Seconded by Jim Meloche

That the meeting be adjourned at approximately 5:40 p.m.

Carried

10. Future Meetings

September 8, 2021, at 5:00 PM

Location: To be advised



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer