



Co-An Park Advisory Committee Meeting Agenda

February 12, 2025 – 5:00 PM

Location: McGregor Community Center, 9571 Walker 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.

1. Call to Order

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

4. Adoption of Published Agenda

4.1 Co-An Park Advisory Committee Meeting Agenda for February 12, 2025

Moved by _____

Seconded by _____

That the published agenda for February 12, 2025 Co-An Park Advisory Committee Meeting be adopted as presented.

5. Adoption of Minutes

5.1 Co-An Park Advisory Committee Meeting Minutes for December 11, 2024

Moved by _____

Seconded by _____

That the minutes of the Co-An Park Advisory Committee Meeting held December 11, 2024 be approved as circulated

6. Reports from Administration

6.1 Costing Report February 3, 2025

Moved by _____

Seconded by _____

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

7. Old Business

7.1 Fundraiser – March 15, 2025 St Patrick’s Corn Hole Tournament

- Tickets available or enter online

7.2 Canteen Lease

Canteen Services RFP is now posted, and the details/documents can be viewed online: essexbidsandtenders.ca

7.3 Playground Update

The public is to vote on a playground style in upcoming days, more information to follow

8. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at _____ pm.

9. Future Meetings

March 12, 2025 at 5:00 PM



Co-An Park Advisory Committee Meeting Minutes

December 11, 2024 – 4.45 PM

Location: McGregor Columbian Club, 9560 Walker 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

Councillor - McArthur, Don - Amherstburg

Member – Drew, Chris - Amherstburg

Member - DiBiase, Alexander – Amherstburg

Also Present:

Secretary Treasurer – Bissonnette, Joanne

Regrets

Vice Chair – Meloche, Jim

Councillor - Verbeek, Kim – Essex Ward 2

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 December 11, 2024

CAP-2024-12-001

Moved by Chris Drew

Seconded by Alex DiBiase

That the published agenda for December 11, 2024 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 November 20, 2024

CAP-2024-12-002

Moved by Councillor Don McArthur

Seconded by Chris Drew

That the minutes of the Co-An Park Advisory Committee Meeting held November 20, 2024 be approved as circulated

Carried

6. Reports from Administration

6.1 Costing Report December 4, 2024 CAP-2024-12-001

CAP-2024-12-003

Moved by Alex DiBiase

Seconded by Chris Drew

That the Costing report for the Co-An Park dated December 4, 2024 be adopted as circulated.

Carried

7. Old Business

7.1 Future Capital Expenditures

CAP-2024-12-004

Moved by Councillor Don McArthur

Seconded by Chris Drew

That the Co-An Park will purchase the Kioti ZXD72 Diesel Zero Turn Lawn Mower from E.R. Vollans Limited, as quoted, for \$16,129.62. This amount includes the trade-in value of the old Turf Tiger Scag and applicable taxes.

Carried

8. Adjournment

CAP-2024-12-005

Moved by Chris Drew

Seconded by Alex DiBiase

That the meeting be adjourned at 5:00 pm.

Carried

9. Future Meetings

January 8, 2025 at 5:00 PM

Location McGregor Community Center, 9571 Walker Rd, McGregor

CO-AN PARK - February 3, 2025

Funding Sources and Uses - Operations

| | 2025 Actual | 2025 Budget | 2025 Outstanding | Under/ Over Budget | 2024 Actual | 2023 Actual |
|---|------------------|------------------|---------------------|--------------------------|------------------|------------------|
| <u>Municipal Funding</u> | | | | | | |
| 4030 Town of Amherstburg | \$ - | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 23,100 | \$ 21,000 |
| 4020 Town of Essex | \$ 25,000 | \$ 25,000 | \$ - | \$ - | \$ 23,100 | \$ 21,000 |
| 2654 Town of Amherstburg -Capital | | | \$ - | | \$ 664 | \$ - |
| 2654 Town of Essex - Capital | | | \$ - | | \$ 664 | \$ - |
| Total Municipal Funding | \$ 25,000 | \$ 50,000 | \$ 25,000 | \$ 25,000 | \$ 47,528 | \$ 42,000 |
| 1060 Prior Year Surplus/(Deficit) | \$ 2,666 | \$ 5,200 | \$ 25,000 | -\$ 19,800 | \$ 2,129 | \$ 302 |
| <u>User Fees & Other Revenue</u> | | | | | | |
| 4460 Equipment sold | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 4425 Banner Advertising | \$ - | \$ - | \$ - | \$ - | \$ 450 | \$ - |
| Food Rights Sold | \$ - | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ 800 | \$ 2,142 |
| 4450 Donations | \$ - | \$ 200 | \$ 200 | \$ 200 | \$ 580 | \$ 227 |
| 4250 Advance deposits, next season | \$ - | \$ - | \$ - | \$ - | \$ 183 | \$ 650 |
| 4460 Misc | \$ - | \$ - | \$ - | \$ - | \$ 189 | \$ - |
| 4040 User fees | \$ - | \$ 8,500 | \$ 8,500 | \$ 8,500 | \$ 8,910 | \$ 8,773 |
| 4205 Events -Family Reunions/Other | \$ 150 | \$ 1,650 | \$ 1,500 | \$ 1,500 | \$ 2,957 | \$ 2,470 |
| 4200 Events - Jack n Jills | \$ 1,100 | \$ 4,500 | \$ 3,400 | \$ 3,400 | \$ 5,475 | \$ 5,975 |
| 4430 Insurance - Town of Essex Rider | \$ - | \$ 125 | \$ 125 | \$ 125 | \$ 567 | \$ 229 |
| 4240 Rubber Base Revenue | \$ - | \$ 100 | \$ 100 | \$ 100 | \$ 250 | \$ 280 |
| 4230 Set Up Fees | \$ - | \$ 2,235 | \$ 2,235 | \$ 2,235 | \$ 3,028 | \$ 2,115 |
| 4420 Fundraiser | \$ 50 | \$ - | -\$ 50 | -\$ 50 | \$ 100 | \$ - |
| 4210 Events - Baseball Tournaments | \$ - | \$ 900 | \$ 900 | \$ 900 | \$ 975 | \$ 1,250 |
| Total User Fees & Other Revenue | \$ 1,300 | \$ 19,410 | \$ 18,110 | \$ 18,110 | \$ 24,464 | \$ 24,111 |
| <u>Concession Stand Revenue</u> | | | | | | |
| 4220 Pop stand | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Concession Stand Revenue | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Funding Sources | \$ 28,966 | \$ 74,610 | \$ 43,110 | \$ 43,110 | \$ 74,120 | \$ 66,413 |

| | 2024 Actual | 2025 Budget | 2024 Outstanding | Under/ Over Budget | 2024 Actual | 2023 Actual |
|--|----------------|------------------|---------------------|--------------------------|------------------|------------------|
| <u>Operational Expenses</u> | | | | | | |
| <u>Contracted Services</u> | | | | | | |
| 5720 Park Maintenance Wage | \$ - | \$ 24,900 | \$ 24,900 | \$ 24,900 | \$ 24,400 | \$ 24,415 |
| Insurance | \$ - | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ 1,100 |
| 5784 Office Wage | \$ - | \$ 18,500 | \$ 18,500 | \$ 18,500 | \$ 18,000 | \$ 18,000 |
| Total Contract Services | \$ - | \$ 44,500 | \$ 44,500 | \$ 44,500 | \$ 43,500 | \$ 43,515 |
| <u>Concession Stand Expenses</u> | | | | | | |
| 5755 Pop Stand - repairs, maintenance | \$ - | \$ 500 | \$ - | \$ 500 | \$ 548 | \$ 157 |
| Total Concession Stand Expenses | \$ - | \$ 500 | \$ - | \$ 500 | \$ 548 | \$ 157 |
| <u>Materials, Supplies & Services</u> | | | | | | |
| 4460 Misc/In/Out transactions | \$ - | \$ - | | \$ - | \$ 634 | \$ - |

| | | | | | | |
|---|---------------|------------------|-----------------|------------------|------------------|------------------|
| 5620 Bank fees | \$ 12 | \$ 143 | \$ 24 | \$ 131 | \$ 131 | \$ 143 |
| 5630 Baseball Diamonds - supplies | \$ - | \$ 750 | \$ - | \$ 750 | \$ 1,190 | \$ 625 |
| 5625 Bldg Maintenance - supplies/repairs | \$ - | \$ 2,500 | \$ 626 | \$ 2,500 | \$ 3,958 | \$ 1,478 |
| 5645 Co-An Appreciation Day | \$ - | \$ - | \$ - | \$ - | \$ 100 | \$ - |
| 5730 Equipment Vehicle - Fuel & repair | \$ - | \$ 3,500 | \$ - | \$ 3,500 | \$ 2,692 | \$ 1,302 |
| 5890 Waste Collection fees | \$ - | \$ 1,425 | \$ 95 | \$ 1,425 | \$ 1,592 | \$ 1,367 |
| 5680 Grounds, parking lot, landscape | \$ - | \$ 1,000 | \$ - | \$ 1,000 | \$ 1,302 | \$ - |
| 5685 Insurance -Group Ins Recoverable) | \$ - | \$ 125 | \$ - | \$ 125 | \$ 547 | \$ 229 |
| 5695 Janitorial supplies | \$ - | \$ 1,500 | \$ - | \$ 1,500 | \$ 1,651 | \$ 1,441 |
| 5700 Office supplies/Admin expenses | \$ 113 | \$ 1,200 | \$ - | \$ 1,087 | \$ 681 | \$ 926 |
| 5781 Sanitation/Portajohns | \$ - | \$ 1,500 | \$ - | \$ 1,500 | \$ 722 | \$ - |
| 4200 Security deposits reimbursed | \$ - | \$ 925 | \$ - | \$ 925 | \$ 1,087 | \$ 1,570 |
| 5630 Soccer field - supplies | \$ - | \$ 400 | \$ - | \$ 400 | \$ 85 | \$ - |
| 5765 Equipment Repairs/Maintenance | \$ - | \$ 1,500 | \$ - | \$ 1,500 | \$ 1,328 | \$ 3,230 |
| 5790 Utilites | \$ 167 | \$ 9,300 | \$ 850 | \$ 9,133 | \$ 8,983 | \$ 8,470 |
| Total Materials, Supplies & Services | \$ 292 | \$ 25,768 | \$ 1,595 | \$ 25,477 | \$ 26,682 | \$ 20,781 |

| | | | | | | |
|---------------------------------|---------------|------------------|------------------|------------------|------------------|------------------|
| Total Operating Expenses | \$ 292 | \$ 70,768 | \$ 46,095 | \$ 70,477 | \$ 70,730 | \$ 64,453 |
|---------------------------------|---------------|------------------|------------------|------------------|------------------|------------------|

| | | | | | | |
|------------------------------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|
| Operating Surplus/(Deficit) | \$ 28,674 | \$ 3,842 | \$ 25,689 | \$ 1,307 | \$ 3,390 | \$ 1,960 |
|------------------------------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|

Capital Funding and Reserves

| | 2025 | | 2024 | |
|---|--------------|------------------|---------------------|------------------|
| | Actual Spent | In Reserve | Outstanding Reserve | Purchases |
| <u>Municipal Contributions</u> | | | | |
| Town of Amherstburg - 2022-2024 Reserve | \$ - | \$ 31,961 | \$ 31,961 | \$ 4,247 Lights |
| Town of Essex - 2022-2024 Reserve | \$ - | \$ 31,961 | \$ 31,961 | \$ 14,525 0-Turn |
| Town Amherstburg - 2025 Reserve | \$ - | \$ 15,000 | | |
| Town of Essex- 2025 Reserve | \$ - | \$ 15,000 | | |
| Total Reserve Contributions | \$ - | \$ 93,922 | \$ 63,922 | \$ 18,772 |

Grants

| | |
|------------------------------------|------------------|
| Total Funds Held in Reserve | \$ 93,922 |
|------------------------------------|------------------|

Break Down of RBC Account

| | |
|---|------------------|
| Fundraising Held @ RBC | \$ - |
| Rubber Base Held @ RBC | \$ - |
| Operating Funds balance - Held @ RBC | \$ 28,674 |
| Total Estimated held at RBC 2/03/2025 | \$ 28,674 |
| Total Capital held in Trust @2/03/2025 | \$ 93,922 |

Revenue - Increases

| | # Players | Unit \$ | Amount | Increase | Added Revenue |
|-------------------------|-----------|---------|----------|----------|-----------------|
| 2023 Baseball User fees | 499 | \$ 12 | \$ 5,988 | 1\$ | \$ 499 |
| 2023 Soccer User Fees | 215 | \$ 12 | \$ 2,580 | 1\$ | \$ 215 |
| Family Reunions | 13 | \$ 125 | \$ 1,625 | 25\$ | \$ 325 |
| | | | | | \$ 1,039 |

| | Current Rate | Increase | 2024 Proposed | |
|-------------------------------|--------------|----------|---------------|-----------------|
| Operational increase - Essex | \$ 21,000 | 10% | \$ 23,100 | \$ 2,100 |
| Operational increase - A'Burg | \$ 21,000 | 10% | \$ 23,100 | \$ 2,100 |
| | | | | \$ 4,200 |

Additional Revenue \$ 5,239

Larger Expenditure Increases

| | Estimated Current | Estimated Increase | Estimated Additional Cost | |
|--------------|-------------------|--------------------|---------------------------|----------------------------------|
| Fuel Charges | 2500 | \$ 2,750 | \$ 250 | |
| Waste | 1155 | \$ 1,380 | \$ 225 | |
| Janitorial | 1200 | \$ 1,320 | \$ 120 | |
| Sanitation | 375 | \$ 425 | \$ 50 | |
| Utilities | 8100 | \$ 9,300 | \$ 1,200 | |
| | | | | Additional Costs \$ 1,845 |

Net revenue increase \$ 3,394