

**HIGH ROCK LOOKOUT PARK COMMITTEE
AGENDA
MONDAY MARCH 26, 2018
6:00 P.M.
SUNDRIDGE COUNCIL CHAMBERS**

- C1 Call to order

- C2 Approval of Agenda

- C3 Declaration of Pecuniary Interest

- C4 Verification of Previous Committee Minutes
 - a) Regular Minutes – February 21, 2018

- C5 Business Arising from the Minutes
 - a) Memo – Repair to Mortar Joints

- C6 Special Business/Deputation
 - None*

- C7 Follow up/New Business
 - a) Caretaker Position
 - b) 2018 Budget

- C9 Correspondence

- C10 Closed Session

- C11 Adjournment

C4a)
Mar. 26/18

**HIGH ROCK LOOKOUT PARK COMMITTEE
WEDNESDAY FEBRUARY 21, 2018
Village of Sundridge Council Chambers**

PRESENT: **Sundridge** – Don Richardson
 Strong – Jeff McLaren
 Joly – Budd Brown
 Lake Bernard Property Owner's Association - Linda Sloka (via
 telephone)

STAFF PRESENT: Nancy Austin, Joint Committee Recording Secretary

CALL TO ORDER

The meeting was called to order at 6:08 p.m. by chairperson Don Richardson.

APPROVAL OF AGENDA

The agenda had been circulated to the committee. It was

Resolution # 2018-001H

Moved By: **Budd Brown**

Seconded By: **Jeff McLaren**

That the agenda be approved as circulated for the February 21, 2018 meeting.
Carried.

DECLARATION OF PECUNYARY INTEREST

None

VERIFICATION OF PREVIOUS MINUTES

The minutes of the May 25, 2017 meeting were circulated. It was

Resolution # 2018-002H

Moved By: **Jeff McLaren**

Seconded By: **Budd Brown**

That the minutes of the May 25, 2017 meeting be adopted as circulated.
Carried

BUSINESS ARISING FROM THE MINUTES

None

FOLLOW UP BUSINESS/NEW BUSINESS

- a) 2017 Financial Statement - the committee reviewed the financial statement. Discussion was had with regard to the ending balance of the bank account. The Investment balance was also discussed. It lost money 2017 and therefore it was decided that other options should be explored for these funds and the option(s) should be brought back to the next meeting. It was

Resolution # 2018-003H

Moved By: Budd Brown

Seconded By: Jeff McLaren

That the Highrock Lookout Park Committee accept the 2017 Financial Statement report.

Carried.

- b) Caretaker Position – The committee members reviewed the current job description for the Caretaker contract position. It was determined that the “Safety” section needed to be updated for current legislative requirements. The contract will also be revised to in effect for the 2018 season with the possibility of two 1-year extension periods. An advertisement for the 2018 contract is to be put in the newspaper for 1 insertion, to be posted on the municipalities websites’ of Sundridge, Strong and Joly, and on the noticeboard located by the post office on Main Street in Sundridge. The submission(s) for the caretaker position are to be brought to the next meeting of the Highrock committee to be awarded to the successful applicant.
- c) 2018 Budget – the draft budget was reviewed and discussed by the committee members. It was determined that an increase in the municipal share of the budget would be required to cover the expenses of the park. There may be a need to purchase a new large container bin for garbage as one of the two bins was damaged last year. The lid was crushed in, and is now not able to be opened. Committee Members Bud Brown and Jeff McLaren are going to go to the park and try to remove the lid in order to repair it, prior to a new bin being purchased. There is still an outstanding repair item to be addressed. The seam between the rock wall and the concrete platform has not yet been fixed. The contract for this work plus securing the rocks in the rock wall was issued in 2016 with the majority of the work being completed in 2017 due to unforeseen circumstances of the contractor. The Recording Secretary is to get in contact with the contractor and have the remaining work for the seam repair completed. Other adjustments were made to the draft budget and a revised and updated budget is to be brought back to the next meeting.

CORRESPONDENCE

None

CONSIDERATION OF CLOSED SESSION

None

ADJOURNMENT

There being no further business at this time, it was

Resolution # 2018-004H

Moved By: Jeff McLaren

Seconded By: Budd Brown

That we do now adjourn at 7:17 p.m. until the next regular meeting or at the call of the chair.

Carried.

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Nancy Austin
Joint Committee Recording Secretary

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Don Richardson
Chair

DRAFT



C5a)
Mar. 26/18

MEMO TO: HIGHROCK LOOKOUT PARK COMMITTEE MEMBERS
FROM: NANCY AUSTIN, JOINT COMMITTEE RECORDING SECRETARY
DATE: MARCH 26, 2018
SUBJECT: REPAIR TO THE DAMAGED MORTAR JOINTS IN STONE WALL

I contacted Mr. Robert Hicks and verified with him that he will finish the repair work to the damaged mortar joints in the stone wall at Highrock Lookout Park for this upcoming season. The original resolution accepting his quote for repair was approved by Resolution dated August 25, 2016, and due to unforeseen circumstances, he was not able to complete all the work at that time, that was required.

C7b)
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HIGH ROCK LOOKOUT PARK BUDGET FOR 2018

REVENUE

2016 BUDGET 2016 ACTUALS 2017 BUDGET 2017 ACTUALS 2018 BUDGET

TOWNSHIP OF JOLY	\$400.00	\$400.00	\$400.00	\$400.00	\$800.00
TOWNSHIP OF STRONG	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$4,000.00
VILLAGE OF SUNDRIDGE	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$3,200.00
BOOKING (Donations)		\$125.00		\$0.00	
INTEREST INCOME		\$28.14		-\$36.71	
Surplus (Bank Account)	\$1,570.00		\$2,423.15		

TOTAL REVENUE

\$5,570.00 \$4,153.14 \$6,423.15 \$3,963.29 \$8,000.00

EXPENSES

MATERIALS & SUPPLIES	\$125.00	\$438.64	\$200.00	\$320.56	\$320.00
BUS LINE	\$120.00		\$120.00		\$120.00
ADVERTISING		\$146.53	\$253.15	253.15	\$200.00
SECRETARIAL FEE	\$225.00	\$150.00	\$150.00	\$150.00	\$225.00
CLEAN-UP					
CARETAKER	\$2,700.00	\$2,800.01	\$2,800.00	\$4,499.25	\$4,000.00
BANK CHARGES					
ADMINISTRATION	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
MISCELLANEOUS EXPENSES				\$169.50	
MISC. CAPITAL EXPENDITURES	\$2,000.00	\$2,280.51	\$2,500.00	\$2,390.00	\$2,735.00

TOTAL EXPENSES

\$5,570.00 \$6,215.69 \$6,423.15 \$8,182.46 \$8,000.00