

**HIGH ROCK LOOKOUT PARK COMMITTEE
SUNDRIDGE COUNCIL CHAMBERS
MONDAY MARCH 23, 2026 at 6:00 P.M.**

Committee Meetings will be audio recorded and recordings will be posted on the municipal website. If connection is lost during the meeting, it will proceed and if possible, a recording of the meeting will be made available. The minutes will remain the official record of the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83733237230?pwd=FUWVDiMqgyO0ndfAhQhy5Q2b2g5yYp.1>

AGENDA

- C1 Call to Order
- C2 Approval of Agenda
- C3 Declaration of Pecuniary Interest
- C4 Deputations – None
- C5 Presentations – None
- C6 Approval of Minutes
 - a) Regular Minutes – January 12, 2026
- C7 New Business
 - a) New website – status update
 - b) 2026 Park Budget – 2nd draft
- C8 Accounts Payable & Income Statement
 - Amounts reflected in the budget worksheet (unaudited)
- C9 Announcements
- C10 Notice of Motion
- C11 Closed Session (In Camera) - None
- C12 Adjournment

Next meeting to be at the call of the Chair

**HIGH ROCK LOOKOUT PARK COMMITTEE
SUNDRIDGE COUNCIL CHAMBERS
MONDAY JANUARY 12, 2026 at 6:00 P.M.**

The Committee Meeting was not recorded due to technical difficulties. There was a minor change in the procedure for this meeting approved by the Chairperson. A show of hands and/or verbal responses were accepted as being the vote cast. The minutes will remain the official record of the meeting.

PRESENT: Bill Black, Jeff McLaren, Shawn Jackson (electronic participation),
Sandra Seaborn (6:20pm - electronic participation)

STAFF: Nancy Millar; Recording Secretary

MINUTES

C1 Call to Order

The Chairperson, Bill Black, called the meeting to order at 6:00 p.m.

C2 Approval of Agenda

**Resolution #2026-001H
Moved By: Shawn Jackson
Seconded By: Jeff McLaren**

THAT the January 12, 2026 meeting agenda be approved as circulated.

Carried.

C3 Declaration of Pecuniary Interest - None

C4 Deputations – None

C5 Presentations – None

C6 Approval of Minutes

a) Regular Minutes – April 10, 2025

**Resolution #2026-002H
Moved By: Jeff McLaren
Seconded By: Shawn Jackson**

THAT the Regular Meeting Minutes of April 10, 2025, be approved as circulated.

Carried.

C7 New Business

- a) Terms of Reference (review and recommend update(s) if required)

Resolution #2026-003H
Moved By: Jeff McLaren
Seconded By: Shawn Jackson

THAT the High Rock Lookout Park Committee has reviewed the Terms of Reference,

AND THAT the Committee accepts the terms as presented without any changes.

Carried.

- b) High Rock Lookout Park Financial Statement & Audit Report

Resolution #2026-004H
Moved By: Jeff McLaren
Seconded BY: Shawn Jackson

THAT the High Rock Lookout Park Committee has reviewed the 2025 Financial Statement and Audit Report as provided by Baker Tilly, SNT,

AND THAT the Committee is satisfied with the audit findings.

Carried.

- c) Upkeep and maintenance of outbuildings

Resolution #2026-005H
Moved By: Shawn Jackson
Seconded By: Jeff McLaren

THAT the High Rock Lookout Park Committee discusses the park upkeep and maintenance of the outbuildings.

Carried.

- d) Care plans for the newly planted tree

Resolution #2026-006H
Moved By: Jeff McLaren
Seconded By: Shawn Jackson

THAT the High Rock Lookout Park Committee discusses the care plans newly planted tree,

AND THAT the Committee acknowledges that the tree needs to be replaced,

AND FURTHER THAT Tim Bryson Forestry will donate and plant this new tree.

Carried.

e) Trail markers

Resolution #2026-007H
Moved By: Shawn Jackson
Seconded By: Jeff McLaren

THAT the High Rock Lookout Park Committee discusses the installation of the blue and red trail markers,

AND THAT the committee asks the members that coordinated this item to provide an update.

Carried.

Mayor Shawn Jackson advised the committee that all trail markers have been installed.

f) New trails

Resolution #2026-008H
Moved By: Jeff McLaren
Seconded By: Shawn Jackson

THAT the High Rock Lookout Park Committee discusses the trail system and the possible creation of additional trails,

AND THAT the item was an old trail that just needed to be cleared and that there are no further plans for any additional trails.

Carried.

g) Plans for the 2026 park season

Resolution #2026-009H
Moved By: Jeff McLaren
Seconded By: Shawn Jackson

THAT the High Rock Lookout Park Committee discusses their plans for the 2026 park season,

AND THAT the Committee would like to:

- Clear any trails that need to be cleaned up
- Apply clear stone to any trail areas that require material
- Place 'A' gravel in the driveway at the front entrance if required
- Create a new website with a QR Code
- Two small signs with QR Code – accepting donations
 - o One to be installed at the Lookout
 - o Second to be installed close to the trail map

Carried.

h) New website – status update

Resolution #2026-010H

Moved By: Shawn Jackson

Seconded By: Jeff McLaren

THAT the High Rock Lookout Park Committee receive a status update from the member(s) that were investigating the possibility of creating a website to promote the park and its history, advertising for the park, and QR code landing page for donations.

Carried.

Sandra Seaborn and the Recording Secretary provide a status update to the committee regarding the website. Assistance is being sought to help create the website that will have a 'landing page' for the QR Code to accept public donations for the perpetual care of the park. High Rock Lookout Park has its own dedicated bank account which is a requirement for the landing page. A debit card/credit card processing method has been sourced. A further update will be provided at the next meeting.

i) GIC #1

Resolution #2026-011H

Moved By: Shawn Jackson

Seconded By: Jeff McLaren

THAT the High Rock Lookout Park Committee discusses the 1st GIC that is set to mature April 3, 2026,

AND THAT the Committee asks the Treasurer of the Administering Municipality to reinvest the GIC for a two year time period or the time period with the highest interest rate and add any unspent 2025 funds at time of renewal.

Carried.

j) GIC #2

Resolution #2026-012H

Moved By: Jeff McLaren

Seconded By: Sandra Seaborn

THAT the High Rock Lookout Park Committee discusses the 2nd (new) GIC that is set to mature April 21, 2026,

AND THAT the Committee asks the Treasurer of the Administering Municipality to reinvest for a two year period or at the highest interest rate.

Carried.

k) 2026 Park Budget – 1st draft

Resolution #2026-013H

Moved By: Sandra Seaborn

Seconded By: Jeff McLaren

THAT the High Rock Lookout Park Committee discusses the 2026 budget,

AND THAT the committee asks the Treasurer to prepare a draft with the following amounts:

- 1200 in miscellaneous expenses
- Unspent 2025 funds to be put into GIC #1

AND FURTHER THAT another draft be brought back for further discussion.

Carried.

C8 Accounts Payable & Income Statement

– N/A, Township of Strong to provide invoice for Caretaker Services & materials/supplies purchased.

C9 Announcements - None

C10 Notice of Motion - None

C11 Closed Session (In Camera) – None

C12 Adjournment

Resolution #2026-014H

Moved By: Shawn Jackson

Seconded By: Sandra Seaborn

THAT we do now adjourn at 6:40p.m. until the next meeting being called for March 23, 2026 at 6:00pm

Carried.

Bill Black, Chairperson

Nancy Millar, Recording Secretary

HIGH ROCK LOOKOUT PARK DRAFT BUDGET FOR 2026				DRAFT 2026 - March 23, 2026	
		2025 Proposed Budget	2025 Unaudited Total	2026 Proposed Budget	Budgetary Notes (Blue notes - yr 2025) (Brown notes - yr 2026)
REVENUE					
4220	BOOKING (Donations)	0.00	0.00	100.00	
4200	INTEREST INCOME	500.00	237.43	250.00	211.44 is interest income from Orig. GIC
TOTAL REVENUE		500.00	237.43	350.00	
EXPENSES					
5625	MATERIALS & SUPPLIES	150.00		80.00	Paper products, doggie waste bags, etc
5610	ACCOUNTING AND LEGAL	1,780.80	2,172.77	2,400.00	
5615	ADVERTISING		0.00	0.00	
5730	SECRETARIAL FEE	150.00	75.00	225.00	
5645	CLEAN-UP				
5630	CARETAKER	4,000.00	3,397.00	4,000.00	
5660	Amortization Expense				
5690	BANK CHARGES		0.00		
5710	ADMINISTRATION	400.00	400.00	400.00	
5765	Repairs & Maintenance	500.00	131.20	500.00	Outhouse pumping
5740	MISCELLANEOUS EXPENSES	1,200.00	135.60	200.00	1200 for website and clear stone
	MISC.CAPITAL EXPENDITURES				
	Transfer of funds to GIC	3,000.00			add funds to GIC 2
TOTAL EXPENSES		8,180.80	6,311.57	7,805.00	
NET COSTS		7,680.80	6,074.14	7,455.00	
4040	JOLY CONTRIBUTION	768.08	618.08	745.50	
4020	STRONG CONTRIBUTION	3,840.40	3,840.40	3,727.50	
4030	SUNDRIDGE CONTRIBUTION	3,072.32	3,072.32	2,982.00	
Surplus (Bank Account)			8,703.09	8,248.27	As of March 17, 2026

TRUST FUND					
	GIC 1				8067.47 + 217.82 interest =8285.22 Maturity Date: April 3, 2026
	GIC 2 (New)				8132.15 Maturity Date: April 21, 2026