

# High Rock Lookout Park Committee

## TERMS of REFERENCE

### Purpose:

To ensure the continued maintenance and preservation of High Rock Lookout Park, as specified by the donor of the property, for all residents of the Sundridge area.

To ensure that initiatives are environmentally conscientious and sustainable.

### Background:

In July 1967, Mary S Edgar donated the High Rock Lookout to the Village of Sundridge and Township of Strong. Specifically, Lots 4, 5, 6, 7 & 8 on Plan M-181, located in Strong Township.

In November 1999 Joly Township was added to the property ownership.

Mary S Edgar named the following conditions:

- The property is for the citizens of the Sundridge area, for picnics, available for community gatherings, outdoor services, concerts and local club events.
- Trailers and overnight camping is prohibited.
- Authority is vested in a committee by the council of the three municipalities for property maintenance, and for granting special events permissions.

The family of Mary S Edgar erected a tribute monument at the High Rock Lookout Park. A separate Trust Fund was set up to maintain the park.

**Note:** Block A on Plan M-181 (located between Lots 4 and 5), is separately deeded, and was donated to Strong Township for parkland purposes.

### Scope:

To ensure that the donor's requests are honored.

To ensure that the High Rock Lookout Park is maintained and cared for.

To preserve the monument, ensuring its good repair (funded 100% by the Trust Fund).

The municipalities have agreed to contribute to the Park's maintenance costs, in the following proportions: Strong Township 50%, Village of Sundridge 40%, and Joly Township 10%.

## **Authority:**

The Village of Sundridge administers this sub-committee in accordance with their established policies and procedures.

The Committee recommends to municipalities for approval an annual operating budget.

The Committee completes prioritized deliverables within an annual approved operating budget.

## **Membership:**

3 Council members, one from each municipality (quorum); one member will act as Chairperson.

1 member from the Lake Bernard Property Owners' Association.

## **Meetings:**

Twice annually; or, at the call of the Chairperson.

## **Reporting:**

To municipalities by Agenda/Meeting Minutes, financial statements and annual budget submission for approval.

## **Resources:**

The Village of Sundridge provides administrative support for scheduling, recording and distribution of meeting minutes, the processing of financial information, provision of audited annual financial statements, support, guidance and advice to the Chairperson and Committee members.

Work is completed within budget approved by municipalities, grants, donations and partnerships.

## **Deliverables:**

The High Rock Lookout Park Committee commits to the following:

1. Maintenance of High Rock Lookout Park.
2. Preservation of monument (from Trust Fund)
3. Community engagement and public awareness.

**Approved:** May 30, 2019

Date of next review: May 2025