

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

-MINUTES-

- DRAFT -

**Playground Project Team Meeting  
Friday, June 9, 2017  
1:00 p.m., Municipal Office in Dunchurch**

**Present:** Cathy Lamb, Acting Chair  
Martin Bridges  
Deborah Comrie  
Bob Hughes, Georgian Engineering (1:08 p.m. to 2:20 p.m.)  
Dennis Rowntree, CBO (1:08 p.m. to 1:15 p.m. & 2:30 p.m. to 2:35 p.m.)  
Jennifer Wadden  
Tammy Wylie, Recorder

**Regrets:** Colette Deacon, Councillor  
Thomas Stoneman

**Visitors:** 0

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**Appoint Acting Chair**

2017-20 Moved by Martin Bridges  
Seconded by Deborah Comrie  
That the Playground Project Team appoint Cathy Lamb as the Acting  
Chair. **Carried**

Cathy Lamb called the meeting to order at 1:08 p.m.

**Disclosure of Pecuniary Interest and General Nature Thereof:** None noted.

**Adoption of Agenda**

2017-21 Moved by Martin Bridges  
Seconded by Deborah Comrie  
That the Playground Project Team adopts the agenda as presented. **Carried**

**Adoption of Minutes**

2017-22 Moved by Martin Bridges  
Seconded by Deborah Comrie  
That the minutes of the Playground Project Team meeting of  
May 26, 2017 be approved as amended. **Carried**

## **Discussions:**

- Financials.
- Donations Tracking Template – master copy to include contact information, receipt sent. Jennifer to obtain a copy of the Library's form.
- Question and Answer Sheet – Jennifer to prepare a photo of proposed project with Phase 1 equipment and to revise the Q & A Sheet as discussed.
- Update on Council resolution from June 5<sup>th</sup> Council meeting.
- Community presentations and events – Jennifer to create a list of events and circulate to the team to see who will be available to attend.
- Update on timelines:
  - Tender to be sent out with a deadline of July 5<sup>th</sup>
  - Team meeting on July 7<sup>th</sup> to review tenders
  - Tender awarded at July 17<sup>th</sup> Council meeting
  - Site Preparation to begin after the Fall Fair
  - Equipment installed after Labour Day
  - Grand Opening Thanksgiving Weekend.
- Draft Thank You Letter – Jennifer to revise draft letter as discussed.
- Draft Donation/Awareness Letter – to be sent out to all community service groups, Cottage Associations, and Road Associations.

## **Unfinished Business**

- Identify Groups to target for funding – List being created by Jennifer.
- Recognition Board – Cost estimates to be obtained by Thomas.
- Playground Sign (Concept/Information Board) – Thomas to provide details
- Geese Control.
- Free bike racks – Thomas in enquire if they are still available.
- Vending machine.

**Adjournment**

2017-23

Moved by Martin Bridges

Seconded by Jennifer Wadden

That this meeting be adjourned at 2:35 p.m. to meet again on Friday, July 7, 2017 at 1:00 p.m. or at the call of the Chair.

**Carried**

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Cathy Lamb

**Acting Chair**

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Tammy Wylie

**Recorder**

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