



Creemore Station on the Green Board Meeting Minutes

The Creemore Station on the Green Board met at Station on the Green on August 27, 2025, at 5:00 p.m.

Those in attendance were:

Chair/Council Rep: Councillor Beelen

Treasurer: Brian Bell

Booking Agent: Debbie Hill

Members: Linda Coulter

Alan Riddell

Shalani Ingham

Regrets: Brenna Lattimore

Staff: Legislative Coordinator – Records Management, Emma Coleman

Manager of Parks and Recreation, Amanda Murray

Tourism and Events Coordinator, Grace Beaman

The Chair began the meeting by reading the Indigenous Land Acknowledgement.

1. Approval of Agenda

Resolution:

Moved by Alan Riddell, Seconded by Shalani Ingham, Be It Resolved that the Creemore Station on the Green Board hereby approve the meeting Agenda dated August 27, 2025, as presented. Motion Carried.

2. Declarations of Interest

None.

3. Approval of Previous Minutes

Resolution:

Moved by Debbie Hill, Seconded by Linda Coulter, Be It Resolved that the Creemore Station on the Green Board hereby approve the meeting minutes dated July 16, 2025, as presented. Motion Carried.

4. Executive Reports

4.1 Chair Report

Councillor Beelen shared that he has brought the Board's concerns surrounding the bathrooms to the attention of the Mayor and Director of Parks and Recreation.

Resolution:

Moved by Alan Riddell, Seconded by Linda Coulter, Be It Resolved that the Creemore Station on the Green Board hereby receive the verbal Chair Report for information. Motion Carried.

4.2 Treasurer Report

Brian Bell, Treasurer, provided the Board members with the July Profit and Loss statement and discussed the income for the month, including the balance of \$31,612.99.

Resolution:

Moved by Debbie Hill, Seconded by Alan Riddell, Be It Resolved that the Creemore Station on the Green Board hereby receive the verbal Financial Report for information. Motion Carried.

4.2.1 Creemore Plumbing Payment

Brian Bell, Treasurer, provided the Board with the invoice from Creemore Plumbing Co. for the emergency plumbing work, due to the kitchen sinks being clogged.

Resolution:

Moved by Linda Coulter, Seconded by Shalani Ingham, Be It Resolved that the Creemore Station on the Green Board hereby approve payment in the amount of \$795.10 payable to Creemore Plumbing Co., for the cost of the plumbing. Motion Carried.

4.3 Booking Agent Report

Debbie Hill, Booking Agent, shared that although the rentals were down in July, they will pick back up in August.

Resolution:

Moved by Alan Riddell, Seconded by Linda Coulter, Be It Resolved that the Creemore Station on the Green Board hereby receive the verbal Rental Report for information. Motion Carried.

Debbie also shared that EarlyON, one of the Hall's regular renters, is no longer able to provide payment for rentals due to funding cuts. The Board discussed their options in providing rental space for EarlyON for 2025 and passed the following motion:

Resolution:

Moved by Brian Bell, Seconded by Shalani Ingham, Be It Resolved that the Creemore Station on the Green Board hereby approve extending EarlyON's rental contract until the end of 2025 for the same monetary amount. Motion Carried.

5. Business Arising from the Minutes

The Board discussed the signage that has been added to the trailer washrooms and believe it is adequate. They also discussed investigating the price for a sandwich board sign and materials for when the Station is closed for a private event.

6. New Business

6.1 Alcohol Risk Management Policy Update

Amanda Murray, Manager of Parks and Recreation, and Grace Beaman, Events and Tourism Coordinator, attended the Board meeting to discuss the Municipal Alcohol Risk Management Policy. They provided an overview of changes to the policy and points that the Board should ensure themselves and any renters are following. The Board members were able to ask questions and discuss any effects this policy may have on their upcoming events.

6.2 Priority List

- Bathroom Renovations
- Kitchen Renovations

The list of items for kitchen and bathroom renovations has been provided to Debbie Hill. Minor modifications will be made to the list and then provided to the Board. Josh Dempsey will be providing a quote for the next meeting.

- Storage Shelves

Councillor Beelen will investigate building the storage shelves at the end of September.

- Lighting

No update.

- Gazebo

No update.

6.3 Creemore Station on the Green Booking Contract

The Board reviewed the new booking agreement and will defer the approval to the next meeting, for amendments.

7. Next Meeting

September 17, 2025, at 5:00 p.m.

8. Adjournment

Resolution:

Moved by Alan Riddell, Seconded by Debbie Hill, Be It Resolved that the Creemore Station on the Green Board meeting hereby be adjourned at 6:53 p.m. Motion Carried.

Original Signed by: _____

Councillor Beelen, Chair

Original Signed by: _____

Emma Coleman, Records Management Coordinator

Board & Committee Meeting Minutes are not a Final Document of the Corporation until adopted by the Board/Committee.