



## Creemore Station on the Green Board Minutes

The Creemore Station on the Green Board met in-person at Creemore Station on the Green, at 10 Caroline Street East, on March 18, 2026 at 04:00 PM.

Those in attendance were:

**Members:** Councillor Marty Beelen, Chair & Council Representative  
Brian Bell, Treasurer  
Debbie Hill, Booking Agent  
Alan Riddell  
Bill Mann  
Shalani Ingham

**Regrets:** Linda Coulter  
Mayor Measures, Ex Officio

**Staff:** Shannon Peart, Legislative Coordinator - Committee & Boards

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### 1. Call to Order

The Chair called the meeting to order at 3:59 p.m. and read the Land Acknowledgement.

### 2. Approval of Agenda

**Moved by** Bill Mann

**Seconded by** Shalani Ingham

Be It Resolved that the Creemore Station on the Green Board hereby approve the meeting Agenda dated March 18, 2026, as presented.

**Motion Carried**

### 3. Declaration of Interest

None.

#### 4. Approval of Previous Minutes

**Moved by** Debbie Hill

**Seconded by** Alan Riddell

Be It Resolved that the Creemore Station on the Green Board hereby approve the meeting minutes dated January 21, 2026, as presented.

**Motion Carried**

#### 5. Presentation

##### 5.1 Josh Duits – Presentation of Quote for Kitchen

Josh Duits presented options for new kitchen cabinets and countertop upgrades, including materials, durability, timelines, and overall costs. Estimated project costs were provided at approximately \$39,120 plus tax for quartz countertops and approximately \$35,000 plus tax for laminate options. The project is anticipated to take approximately two weeks. A separate quote for the bathroom is pending.

#### 6. Executive Reports

##### 6.1 Chair Report

Councillor Beelen, Chair provided an update regarding the facility door, including a temporary repair and a quote for replacement in the amount of \$6,921.52 (tax included). Options for a wider single door configuration were also discussed, along with additional hardware requirement costs. Additional quotes will be obtained.

**Moved by** Bill Mann

**Seconded by** Debbie Hill

Be It Resolved that the Creemore Station on the Green Board hereby receive the verbal Chair Report for information.

**Motion Carried**

##### 6.2 Treasurer Report

Brian Bell, Treasurer, reported a bank balance of \$45,101.11, with \$34,001.11 in the operating fund for capital expenses. January has been reconciled, with additional reconciliation to be completed once the latest statement is received. Ticket revenue from small halls events were discussed.

**Moved by** Bill Mann

**Seconded by** Shalani Ingham

Be It Resolved that the Creemore Station on the Green Board hereby receive the verbal Financial Report for information.

**Motion Carried**

### **6.2.1 Financial Report**

Brian Bell, Treasurer provided the printed financial report.

## **6.3 Booking Agent Report**

The Board discussed the Purple Hills Arts and Heritage Society rental for the 2026 Creemore Arts Fest, including the weekend booking, additional setup days, and associated pricing. Debbie Hill, booking agent will prepare a letter outlining the details.

**Moved by** Shalani Ingham

**Seconded by** Bill Mann

Be It Resolved that the Creemore Station on the Green Board hereby receive the verbal Rental Report for information.

**Motion Carried**

**Moved by** Councillor Beelen

**Seconded by** Alan Riddell

Be It Resolved that the Purple Hills Arts and Heritage Society be permitted to rent Creemore Station on the Green for the 2026 Arts Festival October 2-4, 2026 at a reduced rate of \$250.00 for up to four (4) days with setup and take down, with any additional days to be charged at the full rental rate;

AND FURTHER that Debbie Hill prepare and send a letter confirming the arrangement.

**Motion Carried**

## **7. Business Arising from the Minutes**

### **7.1 St. Patrick's Day Event Wrap Up Discussion**

Alan Riddle and Debbie Hill provided a summary of the St. Patrick's Day event, with ticket sales for the afternoon at 40 tickets and 41 tickets for the evening. Ticket revenue totaled \$1,980.00, with bar revenue of \$1,797.50, for a total income of \$3,077.50. Expenses, including SOP alcohol, potatoes, and bar costs, totaled \$1,778.88, resulting in an approximate profit of \$400.00. The event was well

organized and well attended, with positive feedback overall, though it was noted there is increasing competition with other venues hosting St. Patrick's Day events. The Board discussed improvements for future events, including tracking liquor sales. Shannon Peart, Legislative Coordinator – Committees and Boards, will share information with the Board regarding Smart Serve and food handling certification reimbursement.

## **7.2 Book Sale Update**

Brian Bell provided an update on the upcoming book sale, scheduled for May 2, 2026, with book drop-off beginning March 13 at the Creemore Echo. Promotional, and event logistics were discussed, including social media outreach. The potential for recycling unsold books is being explored.

## **7.3 Security Requirements for Rentals**

Shannon Peart, Legislative Coordinator – Committees and Boards, provided a list outlining the types of rentals that require security guards in accordance with the updated Alcohol Risk Management Policy.

## **7.4 Snow Removal**

The Board discussed snow removal requirements for the Station on the Green, including maintaining clear access from Mill Street to the Station and ensuring all exit pathways remain accessible. It was noted that current clearing is limited to event-based needs; however, the importance of consistent pathway maintenance was emphasized. The Board will discuss snow removal arrangements for next season with Township staff.

# **8. New Business**

## **8.1 Relationship with Creemore Community Foundation and Creemore Village Green**

The Board discussed the relationship between the Station and the Creemore Community Foundation and Creemore Village Green. Washrooms at the Station on the Green, parking, and plowing of walkways were identified as topics of conversation. The Board discussed having a Board member act as a liaison between the Station and the Creemore Community Foundation. The Board will revisit communication between the parties.

**Moved by Bill Mann**

**Seconded by Councillor Beelen**

Be It Resolved that Bill Mann act as a liaison to facilitate communication between the Creemore Station on the Green Board, the Creemore Community Foundation,

and the Creemore Village Green.

**Motion Defeated**

## **8.2 Code of Conduct - Boards and Committees**

The Board reviewed the Code of Conduct, emphasizing the importance of familiarizing members with the policy and maintaining respectful interactions. Media-related considerations were also discussed, including exclusions related to event advertising.

## **8.3 Insurance Requirements Update for High-Risk Hall Rentals**

Shannon Peart, Legislative Coordinator – Committees & Boards, advised that the minimum liability insurance requirement for high-risk facility rentals has been increased to \$5 million.

## **8.4 Renovations**

The Board discussed that, with kitchen upgrades estimated at approximately \$35,000, the replacement of the main door is the current main priority.

**Moved by** Councillor Beelen

**Seconded by** Bill Mann

Be It Resolved that the Station on the Green Board approve an expenditure of up to \$8,000 for the replacement of the main door.

**Motion Carried**

## **8.5 Fundraising Event Ideas**

The Board discussed potential fundraising initiatives to support the upgrades to Station on the Green, including a potluck event with volunteer entertainment, book sales, and children's programming such as camps and workshops. A fundraising letter focused on renovation needs, particularly washrooms, will be prepared, and the item will return on the next agenda.

## **8.6 Family Day Event**

The Board discussed hosting family-focused events such as a winter carnival or craft day, potentially held once or twice annually. Suggested activities included low-cost games and fundraising components. Proposed dates and event details will be brought forward at the next meeting.

## **8.7 Google Drive**

The Board discussed the use of Google Drive for document sharing. Debbie Hill will share the link.

**9. Next Meeting**

April 15, 2026 at 4:00 p.m.

**10. Adjournment**

**Moved by** Bill Mann

**Seconded by** Alan Riddell

Be It Resolved that the Creemore Station on the Green Board meeting hereby be adjourned at 6:14 p.m.

**Motion Carried**

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Councillor Beelen, Chair

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Shannon Peart, Legislative Coordinator – Committee & Boards