



## Station on the Green Board Meeting SPECIAL MEETING MINUTES

August 27, 2019

Log Cabin, Creemore

9:00 a.m.

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**Members Present:** Linda Coulter (Chair), Jeremy Ray, and Brian Bell (Treasurer), Tom Caswell, Deputy Mayor Barry Burton, Anthony Sist, Sara Hershoff, Mayor Doug Measures, and Patti Cleary (9:05).

**Members Absent:** Per Hahne.

**Staff Present:** Cayla Reimer Committee Coordinator.

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### 1. Welcome

Chair, Linda Coulter called the meeting to order at 9:00 a.m.

### 2. Approval of [Agenda](#)

**Resolution:**

Moved by Jeremy Ray, seconded by Tom Caswell, Be It Resolved that the Creemore Station on the Green Board hereby approve the Agenda dated August 27, 2019 as presented.

Motion Carried.

### 3. Disclosure of Pecuniary Interest

No pecuniary interest was declared.

### 4. Approval of [Minutes](#) – August 16, 2019

**Resolution:**

Moved by Brian Bell, seconded by Tom Caswell, Be It Resolved that the Creemore Station on the Green Board hereby approve the minutes dated August 16, 2019 as presented.

Motion Carried.

### 5. TLC Comments

Chair, Linda Coulter reminded the Board prior to beginning the conversation that members of the Board are to provide their opinion as a Board member and to refrain from personal opinion. Board members highlighted their concerns and questions they wish answered from the Village Green Community Foundation group. Attached are three opinions/perspectives provided from the Board. The Board discussed combining all the questions and recommendations into one report to be presented to the Village Green Committee (attached).

Mayor Doug Measures provided information on Councils current standing and the process order that should be followed. Currently Council has not prepared an agreement/contract for the proposed project, when required Council will take due diligents in preparing a proper agreement in the best interest of the Township and its residents. With the recent developments in the Townships recreation department there is a high possibility this project will eventually be transferred to the growing recreation department. The project must be in line and fit in with the current

Recreation Master Plan. The project's deadlines are not set by Council, the Foundation Committee has set these deadlines in place and are planning a presentation to Council in October and are hoping to have agreements in place by November 1, 2019.

The Mayor outlined the Chair should communicate with the Foundation/build team, return to the Board with the subsequent answers and explanation then prepare a report/motion to Council detailing pertinent information. Council encourages Boards/Committees and their members to attend Council meetings to express thoughts/opinions etc. to Council and be added to the official records.

The Board discussed the importance of a business plan from the Village Green Foundation regarding the proposed project to better explain the benefit of the new space for all Stakeholders, community groups, business owners, and residents alike.

**6. Next Meeting** – Friday September 20, 2019 at 9:00 a.m.

**7. Adjournment**

**Resolution:**

Moved by Tom Caswell, Be It Resolved that the meeting be adjourned at 10:09 a.m.

Date Minutes Approved: September 20, 2019.

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Linda Coulter, Chair

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Cayla Reimer, Committee Coordinator

Given that the Village on the Green Project could be an important asset for the village of Creemore, what are the ways that the Foundation and the Station can work together on this project going forward to the mutual benefit of both and how can this be formalized?

The following items are compiled from the Station on the Green Board of Management's view of responsibilities for the Township municipal property and its viability;

#### Business Plan

- Is there a business plan for this proposal delineating the following;
  - Stakeholders – Who are they?
  - What will the role of the “Stakeholders” be and how will this be formalized?

#### Programing

- What is the role of the “Program Manager” and what type of events will be held in the proposed space?
- Will there be any coordination between the activities of the “Program Manager” and the activities of the “Stakeholders”, and if so, how will that be facilitated?
- Where is the funding for these Village Green events to come from?
- How can we ensure that these events do not conflict with events/renters' activities at the Station?
- Who is responsible for cleanup of the space after these events?

#### Financial Impacts to Station

- Washroom Facilities
  - How many people attracted to events/activities?
  - Will Station facilities be used?
  - Will upgrades need to be made to facilitate larger influx?
  - Capital expenditures, custodial, and maintenance costs – how will these be addressed?
  - Cost sharing should facilities such as the washrooms be utilized for outdoor events/activities.
- What is the budget for the proposed project, and what funds will be available going forward?
- Will these funds be perpetual or/if not, at what point will these funds be stopped and who will take them up? (The station currently pays for many of its maintenance costs from its own budget and will require additional revenue if it is to assume further costs down the road)
- What will the construction impacts be on the Station and its renters?
- What is the time period projected for construction of the proposed site?
- How much additional land beyond the bank building site may be needed to facilitate the demolition of the building? Will the station parking lot be required?
- Will the Foundation assume maintenance of the fountain and its operation as it will be a focal point within the Village Green?
- There will be some negative effects on the Station rental revenue during the construction phase. How will this be addressed?

## Other

- How many trees will be removed during construction and will these be replaced as some may be Memorial trees.
- Will memorial benches be taken into consideration?
- The irrigation/sprinkler system should become the responsibility of the Village Green.
- Patio Area at the front of the Station must continue to be space for SOTG to allow for outdoor reception prior to an event.
- What is the arrangement for the current handicap parking area?
- The Station must remain open and Continue to be available and accessible during construction.