

**4.1.2: Thermostat Lock Box:** Installed in Mingay Room. The key is hanging in Maintenance Room over the light switch.

**4.1.3: BFL group insurance program: Fred Rich  
Manager, Strategy & Insurance Risk Management  
Corporate Services Commission  
City of Markham**

Attached are the 2015-2016 rate sheets for the BFL user group insurance program. These rates are the same as the expiring 2014-2015 program. Also attached are the 2015-2016 certificates of insurance, one with the alcohol endorsement and one without. Please let me know if you require any printed copies, and if so how many of each.

Forwarded to Allan.

**5.0 Station Management & Improvements:**

**5.1 Cards for advertising:** On going.

**5.2 Go Improvements update:** Station Fire Regulations: Service report #592970 from Robertson Fire Equipment for the monthly check of the fire alarm & emergency lighting at the Markham Train Station at 214 Main Street N completed on March 25, 2015. South Door Mingay Room Fire Pull Station not working. Reported to Asset Dept. City of Markham.

**5.2.1 Go Improvements: Floor Mats:** Have not been picked up and replaced for the past couple months. Very dirty. Check with Asset Dept. **Ken.**

**5.2.2 Benches:** Refurbished & repainted the benches in the Emery and Mingay Room by Casella Carpentry. Completed.

**5.2.3 Paul Mingay Portrait:** Liquid splashed on the picture and it was off the security hangers and left on a shelf in the entrance.

**5.3 Correspondence with Asset Management:** Atiq Rahman April 1, 2015.

“Per your request and our discussion this morning, please find the attached Agreement (Memorandum of Understanding). This is in effect until a new Lease is set in between City, Board and GO. Although City currently pays for cleaning, and paid for interior painting in the past, these are really Board responsibilities per this MOU. We realize that GO is the major user of this facility and therefore working towards a new lease where some interior maintenance responsibilities will be distributed more appropriately.

Below is a summary of items completed in past few years and plan for 2015 and 2016. I hope to work together to keep this facility in a good shape, as always. Should you have any questions, feel free to let me know. Thanks,”

**Past works since 2012:**

2012: comprehensive renovation of building including

- Exterior painting,
- Refurbishment of windows,
- Floor replacement in Mingay Room,
- Wood refinishing in Emery Room.

**Recently completed, or in process of being completed (all will be completed in next two months)**

1. Floor Register replacement - completed
2. Pigeons roosting over the windows of the GO office – completed - pest control was performed by PRO PCO. Situation improved. Pigeons still roosting April 9, 2015.
3. Roof, NW corner, shingles – in process to be completed. AM asked Sproule roofing to repair. Sproule is trying to coordinate with GO.
4. Thermostat in the Emery room requires a box/cover to protect from tempering by public - in process to be completed. Completed.
5. Sign (6” X 18”) needs to be rehung: NW corner of the Station exterior – in process to be completed. Completed April 9, 2015.
6. Vents & Duct work should be cleaned – access to furnace with cleaning equipment is challenging. AM is looking into this.
7. Old paint cans in the furnace area (Crawl space) – will be removed soon.
8. 2 light bulbs out in the Mingay Room – will check and replace soon. Completed.

**2015 (in budget) – will be completed in 2015, once budget is approved:**

All windows refurbishment, Mingay Room south door refurbishment interior painting is Board Responsibility per MOU, however City is working towards a new lease agreement with GO to take responsibility of some interior painting by GO

**2016 (in Lifecycle), will be completed in 2016, once budget is approved:**

Air conditioners will be replaced

**5.3.1 Refurbishment of windows:** Check with Atiq scope of work. **Ken.**

**5.3.2 Memorandum of Acknowledgement April 11, 2006. Reviewed.** Line 6 states: “The Town acknowledges that there is a binding Lease Agreement between the Town and Markham Village Conservancy dated February 28, 2000, whereby the Town leases the Markham Train Station to the Markham Village Conservancy. The Town shall take into full consideration the terms of the said Lease Agreement, and any pending renewal of same, when carrying out the intent of this Memorandum of Acknowledgement.”

**Therefore as per the Lease Agreement of 2000 the Town is responsible for all refurbishments and interior painting. Review with Asset Department. Ken.**

**6.0 New Business:**

**6.1 Second Cup:** Markham Village Conservancy should have entered a Lease Agreement with Second Cup for a Coffee Kiosk at the Train Station as per the Lease Agreement of 2000 not the City of Markham.

**6.2 GO:** Letter to GO (Stan Lee) thanking them for the design that has been used for the new power building that has been constructed on the site. **Dianne.**

**7.0 Adjournment:** Motion to adjourn Moved by Mari Lin, Seconded by Ina. Carried. 7:34 PM.

**Next Meeting: Thursday May 14th, 2015.  
Markham Train Station 7 PM.**