



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 273/2023

Approved: October 25, 2023

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Youth Connection Association for Academic Excellence Inc. for the lease of 1168 Drouillard Road, Unit #11, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|--|
| a) Tenant | Youth Connection Association for Academic Excellence Inc. |
| b) Tenant's Address | 1168 Drouillard, Unit #11
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | November 1, 2023 |
| d) Termination Date | October 31, 2024 |
| e) Leased Premises | 1168 Drouillard Road, Unit #11
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Usable Space: 187 sq ft
Common Space: 81 sq ft
Total Space: 268 sq ft |
| g) Annual Basic Rental | \$2,803.28, plus HST |
| h) Monthly Basic Rental | \$ 233.61, plus HST |
| i) Security Deposit | None |



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- j) Land Taxes** Included in gross rent
- k) Utilities** Included in gross rent
- l) Permitted Use** Office / Meeting Space
- m) Insurance** General Liability Insurance
Minimum Limit \$2,000,000
Tenant's Legal Liability Insurance
Minimum Limit \$300,000
The Corporation of the City of Windsor to be listed as an additional insured, include cross liability and 30 days' notice of cancellation
- n) Overholding Rental** \$ 467.21, per month, plus HST
- o) Renewal** One (1) year option to renew, upon mutual consent, on the same terms and conditions, save and except rent. The term recommended represents the renewal period
- p) Guarantor** None
- q) Special Provisions:** With respect to boardroom usage at the Gino and Liz Marcus Community Complex (North Side), Tenant is permitted to use the boardroom for no charge up to eight (8) times per calendar month
- Boardroom usage over and above eight (8) times per calendar month will be charged at the rate of \$10.00 per hour up to a maximum of \$50.00 per day
- Other than the boardroom, the current fee schedule approved by City Council applies to the rental of each room. Tenant is responsible for confirming rates with staff when booking rentals



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II. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a Lease Renewal Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and the Executive Director of Recreation & Culture, and in financial content to the City Treasurer.

Report Number: CAO 273/2023

Clerk's File: APM/14499

Anna Ciacelli

Deputy City Clerk
October 26, 2023

Department Distribution

Name	Title
Denise Wright	Manager of Real Estate Services
Shelby Askin Hager	Commissioner, Legal & Legislative Services
Jen Knights	Executive Director Recreation & Culture
Ray Mensour	Commissioner, Community Services
Tony Ardovini	On behalf of Commissioner, Corporate Services CFO / City Treasurer
Joe Mancina	Chief Administrative Officer