



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 293/2023

Approved: Tuesday, November 14, 2023

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Diamond Multicultural Economic Co-Operative Incorporated for the lease of 1168 Drouillard Road, Unit #8, which is part of the Gino and Liz Marcus Community Centre (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|-------------------------------------------------------------------------------------|
| a) Tenant | Diamond Multicultural Economic Co-Operative Incorporated |
| b) Tenant's Address | 1168 Drouillard Road, Unit #8
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | December 1, 2023 |
| d) Termination Date | November 30, 2024 |
| e) Leased Premises | 1168 Drouillard, Unit #8
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Usable Space: 582 sq ft
Common Space: 253 sq ft
Total Space: 835 sq ft |
| g) Annual Basic Rent | \$8,734.10, plus HST |



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- h) Monthly Basic Rent** \$727.84, plus HST
- i) Security Deposit** None
- j) Land Taxes** Included in gross rent
- k) Utilities** Included in gross rent
- l) Permitted Use** Office / Creative 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** \$1,455.68 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
- 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 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 293/2023

Clerk's File: APM/14499

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

November 15, 2023

Department Distribution

Manager of Real Estate Services
Commissioner, Legal & Legislative Services
Executive Director, Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Corporate Services CFO / City Treasurer
Acting Chief Administrative Officer

External Distribution