

**CAO APPROVAL NOTICE**

The Chief Administrative Officer approved the following recommendation:

**CAO4894**

**APPROVED – January 25, 2019**

1. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Scott Bisson and Tam Nguyen o/a RARE Apparel for the lease of 1168 Drouillard Road, Unit #5A, which is part of the Gino and Liz Marcus Community Centre (North Side), in accordance with the following terms:

**BASIC TERMS:**

- |                                   |  |
|-----------------------------------|--|
| a) <b>Tenant</b>                  | Scott Bisson and Tam Nguyen o/a RARE Apparel                                       |
| b) <b>Tenant's Address</b>        | 1168 Drouillard, Unit #5A<br>Windsor, Ontario N8Y 2R1                              |
| c) <b>Commencement Date</b>       | February 1, 2019   |
| d) <b>Termination Date</b>        | January 31, 2020   |
| e) <b>Leased Premises</b>         | 1168 Drouillard, Unit #5A<br>Windsor, Ontario N8Y 2R1                              |
| f) <b>Area of Leased Premises</b> | Usable Space: 128 sq ft<br>Common Space: 56 sq ft<br><b>Total Space: 184 sq ft</b> |
| g) <b>Annual Basic Rental</b>     | \$1,908.08 per year (plus HST)   |
| h) <b>Monthly Basic Rental</b>    | \$ 159.01 per month (plus HST)   |
| i) <b>Security Deposit</b>        | None   |
| j) <b>Land Taxes</b>              | Included in gross rent   |
| k) <b>Utilities</b>               | Included in gross rent   |
| l) <b>Permitted Use</b>           | Office / Online Business /Apparel & Accessories                                    |
| m) <b>Insurance</b>               | General Liability Insurance  |

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- Minimum Limit \$2,000,000  
Tenant's Legal Liability Insurance  
Minimum Limit \$300,000
- n) Overholding Rental**      \$318.02 per month (plus HST)
- o) Renewal**      Upon mutual consent of Tenant and Landlord, a one (1) year option to renew, on the same terms and conditions contained herein, save and except rent
- p) Guarantor**      None
- q) Special Provisions:**      With respect to board room usage at the Gino and Liz Marcus Community Complex (North Side), the Tenant is permitted to use the board room for no charge up to eight (8) times per calendar month
- Board room 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
- The current fee schedule applies to each room pursuant to City Council approval. The Tenant is responsible for confirming rates with staff when booking rentals

2. AND THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a Lease Agreement, to be satisfactory in form and content to the City Solicitor and in financial content to the City Treasurer.

APM/13400

APPENDICES

- A - By-Law 208-2008, 1.30 (a) 'City as Lessor' Leases and/or Assignments.  
B – Copy of Floor Plan showing location of leased premises

Internal Distribution

Lease Administrator  
Manager of Real Estate Services  
City Treasurer

**CAO APPROVAL NOTICE**

The Chief Administrative Officer approved the following recommendation:

Executive Director of Recreation & Culture  
City Solicitor  
Chief Administrative Officer

External Distribution