

CAO APPROVAL NOTICE

The Chief Administrative Officer approved the following recommendation:

CAO4914

APPROVED – February 7, 2019

THAT **APPROVAL BE GIVEN** for the renewal of the lease agreement between The Corporation of the City of Windsor and Multiple Sclerosis Society of Canada for the lease of 1168 Drouillard Road, Unit #5B, which is part of the Gino and Liz Marcus Community Centre (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|---|
| a) Tenant | Multiple Sclerosis Society of Canada |
| b) Tenant's Address | 1168 Drouillard Road, Unit #5B Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | March 1, 2019 |
| d) Termination Date | February 29, 2020 |
| e) Leased Premises | 1168 Drouillard, Unit #5B Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Useable Space: 130 square feet Common Space: 56 square feet Total Space: 186 square feet |
| g) Annual Basic Rental | \$1,713.06 per year, plus HST |
| h) Monthly Basic Rental | \$ 142.76 per month, plus HST |
| i) Security Deposit | None |
| 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 |

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The Chief Administrative Officer approved the following recommendation:

- 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** \$285.52 per month, plus HST
- o) Renewal** The current lease agreement provides for a one (1) year option to renew upon mutual consent and on the same terms and conditions, save and except rent. The term recommended herein represents the renewal period
- 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

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, in content to the Executive Director of Recreation & Culture, and in financial content to the City Treasurer.

APM/12109

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

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The Chief Administrative Officer approved the following recommendation:

Internal Distribution

Lease Administrator
Manager of Real Estate Services
City Treasurer
Executive Director Recreation & Culture
City Solicitor
Chief Administrative Officer

External Distribution

Multiple Sclerosis Society