

**CAO APPROVAL NOTICE**

The Chief Administrative Officer approved the following recommendation:

**CAO4952**

**APPROVED – March 18, 2019**

1. THAT **APPROVAL BE GIVEN** for a renewal of lease agreement between The Corporation of the City of Windsor and Candice Twees (nee Gardiner) for the lease of 1168 Drouillard Road, Unit #12, 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>                  | Candice Twees  |
| b) <b>Tenant's Address</b>        | 591 Hildegard Street<br>Windsor, Ontario N8X 2Z4                                   |
| c) <b>Commencement Date</b>       | April 1, 2019  |
| d) <b>Termination Date</b>        | March 31, 2020   |
| e) <b>Leased Premises</b>         | 1168 Drouillard, Unit #12<br>Windsor, Ontario N8Y 2R1                              |
| f) <b>Area of Leased Premises</b> | Usable Space: 228 sq ft<br>Common Space: 99 sq ft<br><b>Total Space: 327 sq ft</b> |
| g) <b>Annual Basic Rental</b>     | \$3,469.47 per year (plus HST)   |
| h) <b>Monthly Basic Rental</b>    | \$ 289.12 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 / Meeting Space / Music Therapy Clinic                                      |
| m) <b>Insurance</b>               | General Liability Insurance  |

**CAO APPROVAL NOTICE**

The Chief Administrative Officer approved the following recommendation:

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**

\$578.24 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

Other than the board room, the current fee schedule approved by City Council applies to the rental of each room. 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 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.

APM/13446

**CAO APPROVAL NOTICE**

The Chief Administrative Officer approved the following recommendation:

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

Executive Director Recreation & Culture

City Solicitor

Chief Administrative Officer

External Distribution