

CAO APPROVAL NOTICE

The Chief Administrative Officer approved the following recommendation:

CAO4970

APPROVED – March 25, 2019

1. THAT **APPROVAL BE GIVEN** for the renewal of a lease agreement between The Corporation of the City of Windsor and Chaldean League of Canada for the lease of 1168 Drouillard Road, Unit #22, which is part of the Gino and Liz Marcus Community Centre (north side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|---|
| a) Tenant | Chaldean League of Canada |
| b) Tenant's Address | 1168 Drouillard, Unit #22
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | April 1, 2019 |
| d) Termination Date | March 31, 2020 |
| e) Leased Premises | 1168 Drouillard, Unit #22
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Usable Space: 372 sq ft
Common Space: 162 sq ft
Total Space: 534 sq ft |
| g) Annual Basic Rental | \$4,918.14 per year (plus HST) |
| h) Monthly Basic Rental | \$ 409.85 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 / Community Support Services / Meeting
Space |
| m) Insurance | General Liability Insurance |

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Minimum Limit \$2,000,000
Tenant's Legal Liability Insurance
Minimum Limit \$300,000

- n) **Overholding Rental** \$819.70 per month (plus HST)

- o) **Renewal** One (1) year option to renew, upon mutual consent of the parties and on the same terms and conditions contained herein, 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/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

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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