

CAO APPROVAL NOTICE

The Chief Administrative Officer approved the following recommendation:

CAO5103

APPROVED – May 16, 2019

THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and A Book Of My Own Literacy Campaign for the lease of 1168 Drouillard Road, Unit #3, which is part of the Gino and Liz Marcus Community Centre (north side), in accordance with the following terms:

BASIC TERMS:

- | | | |
|-----------------------------------|--|------------------------|
| a) Tenant | A Book Of My Own Literacy Campaign | |
| b) Tenant's Address | 1168 Drouillard, Unit #3
Windsor, Ontario N8Y 2R1 | |
| c) Commencement Date | June 1, 2019 | |
| d) Termination Date | May 31, 2020 | |
| e) Leased Premises | 1168 Drouillard Road, Unit #3
Windsor, Ontario N8Y 2R1 | |
| f) Area of Leased Premises | Useable Space: | 324 square feet |
| | Common Space: | 140 square feet |
| | Total Rentable Space: | 464 square feet |
| g) Annual Basic Rental | \$4,273.44, plus HST | |
| h) Monthly Basic Rental | \$ 356.12, 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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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

\$ 712.24, plus HST, per month

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 boardroom, 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

1. AND 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.

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