



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 109/2019

Approved: September 27, 2019

THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Dr. Darlene Maxey (PhD) for the lease of 3277 Sandwich Street, Unit #10, which is part of Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|---|
| a) Tenant | Dr. Darlene Maxey (PhD) |
| b) Tenant's Address | 3277 Sandwich Street, Unit 10
Windsor, Ontario N9C 1A9 |
| c) Commencement Date | October 1, 2019 |
| d) Termination Date | September 30, 2020 |
| e) Leased Premises | 3277 Sandwich Street, Unit 10
Windsor, Ontario N9C 1A9 |
| f) Area of Leased Premises | 405.33 square feet |
| g) Annual Basic Rental | \$4,300.55 per year (plus HST) |
| h) Monthly Basic Rental | \$358.38 per month (plus HST) |
| i) Land Taxes | Included in gross rent |
| j) Utilities | Included in gross rent |



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- | | |
|-------------------------------|---|
| k) Permitted Use | Office / Meeting Space |
| l) Insurance | General Liability Insurance
Minimum Limit \$2,000,000
Tenant's Legal Liability Insurance
Minimum Limit \$300,000
30 day cancellation notice
Corporation named as additionally insured |
| m)Overholding Rental | \$716.76 per month (plus HST) |
| n) Renewal | The current lease agreement provides for a one (1) year option to renew upon mutual consent of the Landlord and Tenant, and on the same terms and conditions, save and except rent. The term recommended herein represents the renewal period |
| o) Guarantor | None |
| p) Special Provisions: | The parking lot located south of the Mackenzie Hall Cultural Centre is not owned by the City, nor does it form part of the Leased Premises or Mackenzie Hall lands. The Tenant acknowledges that said parking lot may not be available for use by the patrons and tenants of Mackenzie Hall in the future |

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

Report Number: CAO 109/2019
Clerk's File: APM/10748

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services
October 2, 2019



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