



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The (Acting) Chief Administrative Officer approved the following recommendation:

Report Number: CAO 120/2022

Approved: May 18, 2022

I. That **APPROVAL BE GIVEN** to a lease agreement between The Corporation of the City of Windsor and A Book Of My Own Literacy Campaign for 1168 Drouillard Road, Unit #3, which is part of the Gino & Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|---|
| a) Tenant | A Book Of My Own Literacy Campaign |
| b) Commencement Date | June 1, 2022 |
| c) Termination Date | May 31, 2023 |
| d) Leased Premises | 1168 Drouillard Road, Unit #3
Windsor, Ontario N8Y 2R1 |
| e) Area of Leased Premises | Useable Space: 324 square feet
Common Space: 140 square feet
Total Rentable Space: 464 square feet |
| f) Annual Basic Rental | \$4,542.56, plus HST |
| g) Monthly Basic Rental | \$ 378.55, plus HST |
| h) Security Deposit | None |
| i) Land Taxes | Included in gross rent |
| j) Utilities | Included in gross rent |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

- 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
The Corporation of the City of Windsor to be listed as an additional insured, include cross liability and 30 days' notice of cancellation
- m) Overholding Rental** \$ 757.09, plus HST, per month
- n) Renewal** One (1) year option to renew, upon mutual consent, and on the same terms and conditions, save and except rent
- o) Guarantor** None
- p) Special Provisions:** Tenant shall comply with the most up-to-date regulations in place under the *Emergency Management and Civil Protection Act*, as amended from time to time, regardless of the frequency of such amendments. Tenant shall also comply with any guidelines and best practices issued by the Province of Ontario or any other governing body in relation to limiting the spread of COVID-19
- Tenant acknowledges and assumes responsibility for complying with the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17*, as may be amended from time to time, and all regulations, rules, and orders issued thereunder, including, without limitation, any masking requirements, physical distancing requirements, capacity limits, and proof of vaccination requirements (the "**COVID Rules**"). Tenant further agrees to indemnify and hold harmless The Corporation of the City of Windsor from any and all liability, fines, loss,



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

claims, demands, costs and expenses arising in any way from any failure to comply with the COVID Rules

With respect to boardroom usage at the Gino and Liz Marcus Community Complex (North Side), Tenant is permitted to use the board room for no charge up to eight (8) times per calendar month

Boardroom 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. Tenant is responsible for confirming rates with staff when booking rentals; and,

II. 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 and Culture, and in financial content to the City Treasurer.

Report Number: CAO 120/2022

Clerk's File: APM/14016

Anna Ciacelli

Deputy City Clerk/Supervisor of Council Services

May 19, 2022

Department Distribution

Lease Administrator
Manager of Real Estate Services
Commissioner, Legal & Legislative Services
Executive Director Recreation & Culture
Commissioner, Community Services
(Acting) Commissioner, Corporate Services CFO / City Treasurer
(Acting) Chief Administrative Officer

External Distribution