



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 196/2022

Approved: August 25, 2022

I. That **APPROVAL BE GIVEN** for a renewal of lease agreement between The Corporation of the City of Windsor and Autism Society of Ontario (Windsor-Essex) for the lease of 1168 Drouillard Road, Units #2 and #20, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	Autism Society of Ontario (Windsor-Essex)
b) Tenant's Address	1168 Drouillard Road, Unit #2 Windsor, Ontario N8Y 2R1
c) Leased Premises	1168 Drouillard, Units #2 & #20 Windsor, Ontario N8Y 2R1
d) Commencement Date	October 1, 2022
e) Termination Date	September 30, 2023
f) Area of Leased	Unit #2 Common Space: 253 sq ft Usable Space: 583 sq ft Unit #20 Common Space: 270 sq ft Usable Space: 623 sq ft TOTAL AREA 1,729 sq ft



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- g) Annual Basic Rental** \$16,926.91, plus HST
- h) Monthly Basic Rental** \$1,410.58, 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
Minimum Limit \$300,000
- n) Overholding Rental** \$2,821.15 per month, plus HST
- o) Renewal** Upon mutual consent of Landlord and Tenant, a one (1) year option to renew, on the same terms and conditions contained herein, save and except rent. The term recommended represents the renewal period
- p) Guarantor** None
- q) 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,*



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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, 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 boardroom 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

Tenant shall have use of the following office furniture owned by the Landlord during the term of the Lease: 2 x 5 shelf bookcase, 1 x old oak style desk, 1 x brown laminate desk. The foregoing office furniture can be used by the Tenant during the term of the Lease and will be left on the premises upon termination of the Lease

and,

II. 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.



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Report Number: CAO 196/2022
Clerk's File: APM/14016

Anna Ciacelli

Deputy City Clerk/Supervisor of Council Services
August 25, 2022

Department Distribution

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

External Distribution