



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 256/2020**

**Approved: December 4, 2020**

THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and South Essex Community Council for the lease of 1168 Drouillard Road, Unit #16, which is part of the Gino and Liz Marcus Community Centre (north side), in accordance with the following terms:

#### **BASIC TERMS:**

- |                                   |  |
|-----------------------------------|--|
| <b>a) Tenant</b>                  | South Essex Community Council  |
| <b>b) Tenant's Address</b>        | 1168 Drouillard, Unit #16<br>Windsor, Ontario N8Y 2R1  |
| <b>c) Commencement Date</b>       | November 1, 2020   |
| <b>d) Termination Date</b>        | October 31, 2021   |
| <b>e) Leased Premises</b>         | 1168 Drouillard Road, Unit #16<br>Windsor, Ontario N8Y 2R1   |
| <b>f) Area of Leased Premises</b> | Useable Space: 257 square feet<br>Common Space: 111 square feet<br>Total Rentable Space: 368 square feet |
| <b>g) Annual Basic Rental</b>     | \$3,451.84, plus HST   |
| <b>h) Monthly Basic Rental</b>    | \$ 287.65, plus HST  |
| <b>i) Security Deposit</b>        | None   |



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- 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  
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** \$ 575.30, per month, plus HST
- o) **Renewal** One (1) year option to renew, upon mutual consent, on the same terms and conditions, save and except rent
- 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; 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



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

Report Number: CAO 256/2020  
Clerk's File: SR/13666

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services  
December 10, 2020

### Department Distribution

Lease Administrator (A)
Manager of Real Estate Services
City Solicitor and Corporate Leader, Economic Development and Public Safety
Executive Director Recreation & Culture
Chief Financial Officer / City Treasurer and Corporate Leader, Finance and Technology
Chief Administrative Officer

### External Distribution