



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
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WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 272/2020

Approved: December 23, 2020

THAT **APPROVAL BE GIVEN** for a renewal of lease agreement between The Corporation of the City of Windsor and New Beginnings (Essex County) for the lease of 1168 Drouillard Road, Unit #6, which is part of the Gino and Liz Marcus Community Centre (north side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|--|
| a) Tenant | New Beginnings (Essex County) |
| b) Tenant's Address | 1168 Drouillard, Unit #6
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | January 1, 2021 |
| d) Termination Date | December 31, 2021 |
| e) Leased Premises | 1168 Drouillard Road, Unit #6
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Useable Space: 154 square feet
Common Space: 67 square feet
Total Rentable Space: 221 square feet |
| g) Annual Basic Rental | \$2,072.98, plus HST |
| h) Monthly Basic Rental | \$ 172.75, plus HST |
| i) Security Deposit | 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** \$ 345.50, per month, plus HST
- o) Renewal** None
- 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 Administrator and the Executive Director of Recreation & Culture, and in financial content to the City Treasurer.



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Report Number: CAO 272/2020
Clerk's File: SR/13666

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services
December 29, 2020

Department Distribution

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

External Distribution