



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 77/2021

Approved: March 23, 2021

- I. THAT **APPROVAL BE GIVEN** for a renewal of the lease agreement between The Corporation of the City of Windsor and Candice Twees for the lease of 1168 Drouillard Road, Unit #12, which is part of the Gino & Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|----------------------------|--|
| a) Tenant | Candice Twees |
| b) Commencement Date | April 1, 2021 |
| c) Termination Date | March 31, 2022 |
| d) Leased Premises | 1168 Drouillard, Unit #12
Windsor, Ontario N8Y 2R1 |
| e) Area of Leased Premises | Usable Space: 228 sq ft
Common Space: 99 sq ft
Total Space: 327 sq ft |
| f) Annual Basic Rent | \$3,567.60 per year (plus HST) |
| g) Monthly Basic Rent | \$ 297.30 per month (plus HST) |
| h) Security Deposit | None |
| i) Land Taxes | Included in gross rent |



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- | | |
|------------------------|---|
| j) Utilities | Included in gross rent |
| 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 | \$594.60 per month, plus HST |
| n) Renewal | None |
| o) Guarantor | None |
| p) 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, |

- 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 Commissioner Parks, Recreation, Culture and Corporate Facilities, and in financial content to the City Treasurer.



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Report Number: CAO 77/2021
Clerk's File: APM/14016

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services
March 24, 2021

Department Distribution

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

External Distribution