



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

CITY HALL  
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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 81/2021**

**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 Ontario Society for Crippled Children o/a Easter Seals Ontario for the lease of 1168 Drouillard Road, Unit #10, which is part of the Gino & Liz Marcus Community Complex (North Side), in accordance with the following terms:

#### **BASIC TERMS:**

- |                                   |   |
|-----------------------------------|---|
| <b>a) Tenant</b>                  | Ontario Society of Crippled Children o/a Easter Seals Ontario                       |
| <b>b) Commencement Date</b>       | April 1, 2021   |
| <b>c) Termination Date</b>        | March 31, 2022  |
| <b>d) Leased Premises</b>         | 1168 Drouillard, Unit #10<br>Windsor, Ontario N8Y 2R1                               |
| <b>e) Area of Leased Premises</b> | Usable Space: 369 sq ft<br>Common Space: 160 sq ft<br><b>Total Space: 529 sq ft</b> |
| <b>f) Annual Basic Rent</b>       | \$5,009.64 per year (plus HST)  |
| <b>g) Monthly Basic Rent</b>      | \$ 417.47 per month (plus HST)  |
| <b>h) Security Deposit</b>        | None  |



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- |                        |   |
|------------------------|---|
| i) Land Taxes          | Included in gross rent  |
| j) Utilities           | Included in gross rent  |
| k) Permitted Use       | Office / Meeting Space  |
| l) Insurance           | General Liability Insurance<br>Minimum Limit \$2,000,000<br>Tenant's Legal Liability Insurance<br>Minimum Limit \$300,000<br>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   | \$834.94 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<br><br>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<br><br>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 81/2021  
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