



OFFICE OF THE CITY CLERK COUNCIL SERVICES

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Phone: (519)255-6211

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 83/2019
Approved: September 12, 2019

THAT **APPROVAL BE GIVEN** for a renewal of the 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:

- | | |
|-----------------------------------|---|
| a) Tenant | South Essex Community Council |
| b) Tenant's Address | 1168 Drouillard Road, Unit #16
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | November 1, 2019 |
| d) Termination Date | October 31, 2020 |
| e) Leased Premises | 1168 Drouillard, Unit #16
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Usable Space: 257 sq ft
Common Space: 111 sq ft
Total Space: 368 sq ft |
| g) Annual Basic Rental | \$3,389.28 per year (plus HST) |
| h) Monthly Basic Rental | \$ 282.44 per month (plus HST) |
| i) Security Deposit | None |
| j) Land Taxes | Included in gross rent |



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- 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** \$564.88 per month (plus HST)
- o) Renewal** The current lease agreement provides for a one (1) year option to renew, upon mutual consent, and on the same terms and conditions, save and except rent. The term recommended herein represents the renewal period
- 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 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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Clerk's File: SR/13401

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services

September 12, 2019

Department Distribution

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

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