

**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 40/2025

Approved: Friday, March 7, 2025

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Learn Educate Advance Develop Initiative for the lease of 1168 Drouillard Road, Unit #17, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|---|
| a) Tenant | Learn Educate Advance Develop Initiative |
| b) Commencement Date | March 1, 2025 |
| c) Termination Date | February 28, 2026 |
| d) Leased Premises | 1168 Drouillard, Units #17
Windsor, Ontario N8Y 2R1 |
| e) Area of Leased Premises | Usable Space: 613 sq ft
Common Space: 266 sq ft
Total Space: 879 sq ft |
| f) Annual Basic Rent | \$9,783.27, plus HST |
| g) Monthly Basic Rent | \$ 815.27, 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 | <p>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</p> |
| m) Renewal | One (1) year option to renew, upon mutual consent and on the same terms and conditions, save and except rent. |
| n) Guarantor | None |
| o) Special Provisions: | <p>Tenant acknowledges that it cannot assign or sublease any portion of the Leased Premises without the written consent of the Landlord, which consent may be unreasonably withheld at the Landlord's sole discretion. Any assignment or subletting without the written consent of the Landlord, shall be deemed a default under this Lease.</p> <p>With respect to boardroom usage at the Gino and Liz Marcus Community Complex (North Side), the Tenant is permitted complimentary use of the boardroom up to eight (8) times per calendar month</p> <p>Boardroom usage over and above eight (8) times per calendar month will be subject to a charge of \$10.00 per hour, up to a maximum of five (5) hours (\$50.00) per day at the Tenant's sole expense</p> <p>Other than the boardroom, the current fee schedule approved by City Council applies to the rental of</p> |

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each room. The Tenant is responsible for confirming rates with staff when booking rentals

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and the Executive Director of Parks, Recreation and Facilities, and in financial content to the City Treasurer.

Report Number: CAO 40/2025

Clerk's File: APM/14905

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
March 11, 2025

Department Distribution

Acting Lease Administrator
Manager of Real Estate Services
City Solicitor
Acting Senior Executive Director, Corporate Services
Executive Director, Parks, Recreation and Facilities
Acting Senior Executive Director, Community Services
Commissioner, Corporate and Community Services
Manager, Strategic Operating Budget Development & Control
Deputy Treasurer Taxation, Treasury & Financial Planner
Commissioner, Finance / City Treasurer
Chief Administrative Officer