

**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 184/2023

Approved: Wednesday, June 14, 2023

I. THAT **APPROVAL BE GIVEN** for a renewal of lease agreement between The Corporation of the City of Windsor and Council on Aging, Windsor-Essex County for the lease of 1168 Drouillard Road, Unit 5A, which is part of the Gino & Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	Council on Aging, Windsor-Essex County	
b) Commencement Date	June 1, 2023	
c) Termination Date	May 31, 2024	
d) Leased Premises	1168 Drouillard Road, Unit #5A Windsor, Ontario N8Y 2R1	
e) Area of Leased Premises	Useable Space:	128 square feet
	Common Space:	56 square feet
	Total Rentable Space:	184 square feet
f) Annual Basic Rent	\$1,924.64, plus HST	
g) Monthly Basic Rent	\$ 160.39, 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 | \$ 320.78, per month, plus HST |
| n) Renewal | One (1) year option to renew upon mutual consent and on the same terms and conditions, save and except rent. The term recommended represents the renewal period. |
| o) Guarantor | None |
| p) Special Provisions: | With respect to boardroom usage at the Gino & Liz Marcus Community Complex (North Side), Tenant is permitted to use the board room for no charge up to eight (8) times per calendar month

Boardroom 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. Tenant is responsible for confirming rates with staff when booking rentals |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

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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 Executive Director of Recreation and Culture, and in financial content to the City Treasurer.

Report Number: CAO 184/2023
Clerk's File: APM/14499

Anna Ciacelli

Deputy City Clerk
June 15, 2023

Department Distribution

Title
Manager of Real Estate Services
Commissioner, Legal & Legislative Services
Executive Director, Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Corporate Services CFO / City Treasurer
Chief Administrative Officer