

**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 222/2023

Approved: August 28, 2023

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Autism Society of Ontario (Windsor-Essex) for the lease of 1168 Drouillard Road, Units #2 and #20, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	Autism Society of Ontario (Windsor-Essex)
b) Tenant's Address	1168 Drouillard Road, Unit #2 Windsor, Ontario N8Y 2R1
c) Leased Premises	1168 Drouillard, Units #2 & #20 Windsor, Ontario N8Y 2R1
d) Commencement Date	October 1, 2023
e) Termination Date	September 30, 2024
f) Area of Leased	Unit #2 Common Space: 253 sq ft Usable Space: 583 sq ft Unit #20 Common Space: 270 sq ft Usable Space: 623 sq ft TOTAL AREA 1,729 sq ft

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|--------------------------------|--|
| g) Annual Basic Rental | \$18,085.34, plus HST |
| h) Monthly Basic Rental | \$1,507.11, plus HST |
| i) Security Deposit | None |
| j) Land Taxes | Included in gross rent |
| 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
The Corporation of the City of Windsor to be listed as
an additional insured, include cross liability and 30
days' notice of cancellation |
| n) Overholding Rental | \$3,014.23 per month, plus HST |
| o) Renewal | One (1) year option to renew, upon mutual consent,
on the same terms and conditions, save and except
rent |
| p) Guarantor | None |
| q) Special Provisions: | With respect to boardroom usage at the Gino and Liz
Marcus Community Complex (North Side), Tenant is
permitted to use the boardroom 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 |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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

Tenant shall have use of the following office furniture owned by the Landlord during the term of the Lease: 2 x 5 shelf bookcase, 1 x old oak style desk, 1 x brown laminate desk. The foregoing office furniture can be used by the Tenant during the term of the Lease and will be left on the premises upon termination of the Lease; and,

II. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a Lease 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.

Report Number: CAO 222/2023
Clerk's File: APM/14499

Anna Ciacelli

Deputy City Clerk
August 29, 2023

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