

**CITY HALL
WINDSOR, ONTARIO
N9A 6S1**

Phone: (519)255-6211

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E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 248/2023

Approved: Thursday, September 21, 2023

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Black Kids In Action Performing Art Group for the lease of 1168 Drouillard Road, Unit #1, which is part of the Gino and Liz Marcus Community Centre (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|---|---|
| a) Tenant | Black Kids In Action Performing Art Group |
| b) Tenant's Address | 1168 Drouillard Road, Unit #1
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | October 1, 2023 |
| d) Termination Date | September 30, 2024 |
| e) Leased Premises | 1168 Drouillard, Unit #1
Windsor, Ontario N8Y 2R1 |
| f) Amended Area of Leased Premises | Usable Space: 512 sq ft
Common Space: 219 sq ft
Total Space: 731 sq ft |
| g) Annual Basic Rent | \$7,646.26 per year (plus HST) |
| h) Monthly Basic Rent | \$ 637.19 per month (plus HST) |

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- | | |
|-------------------------------|--|
| i) Security Deposit | None |
| j) Land Taxes | Included in gross rent |
| k) Utilities | Included in gross rent |
| l) Permitted Use | Office / Creative Space |
| m) Insurance | General Liability Insurance
Minimum Limit \$5,000,000
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 | \$1,274.38 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
each room. Tenant is responsible for confirming rates
with staff when booking rentals |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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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 248/2023
Clerk's File: APM/14501

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
September 22, 2023

Department Distribution

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

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