



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 164/2021**

**Approved: June 9, 2021**

THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and The African Community Organization of Windsor for the lease of 1168 Drouillard Road, Unit #8, which is part of the Gino and Liz Marcus Community Centre (North Side), in accordance with the following terms:

#### **BASIC TERMS:**

- |                                   |   |
|-----------------------------------|---|
| <b>a) Tenant</b>                  | The African Community Organization of Windsor                                       |
| <b>b) Tenant's Address</b>        | 1168 Drouillard Road, Unit #8<br>Windsor, Ontario N8Y 2R1                           |
| <b>c) Commencement Date</b>       | July 1, 2021  |
| <b>d) Termination Date</b>        | June 30, 2022   |
| <b>e) Leased Premises</b>         | 1168 Drouillard, Unit #8<br>Windsor, Ontario N8Y 2R1                                |
| <b>f) Area of Leased Premises</b> | Usable Space: 582 sq ft<br>Common Space: 253 sq ft<br><b>Total Space: 835 sq ft</b> |
| <b>g) Annual Basic Rent</b>       | \$7,907.45 per year (plus HST)  |
| <b>h) Monthly Basic Rent</b>      | \$ 658.95 per month (plus HST)  |
| <b>i) Security Deposit</b>        | None  |



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- 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** \$1,317.91 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:** Tenant shall comply with the most up-to-date regulations in place under the *Emergency Management and Civil Protection Act*, as amended from time to time, regardless of the frequency of such amendments. Tenant shall also comply with any guidelines and best practices issued by the Province of Ontario or any other governing body in relation to limiting the spread of COVID-19
- 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



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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 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 164/2021  
Clerk's File: APM/14016

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services  
June 16, 2021

### Department Distribution

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

### External Distribution