



OFFICE OF THE CITY CLERK COUNCIL SERVICES

CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 244/2024

Approved: Tuesday, November 12, 2024

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Birthright for the lease of 1168 Drouillard Road, Unit #4, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	Birthright
b) Tenant's Address	1168 Drouillard Road, Unit #4 Windsor, Ontario N8Y 2R1
c) Commencement Date	November 1, 2024
d) Termination Date	October 31, 2025
e) Leased Premises	1168 Drouillard, Unit #4 Windsor, Ontario N8Y 2R1
f) Area of Leased Premises	Usable Space: 423 sq ft Common Space: 183 sq ft Total Space: 606 sq ft
g) Annual Basic Rent	\$6,587.22, plus HST
h) Monthly Basic Rent	\$ 548.94, 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 / 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) **Renewal** One (1) year option to renew, upon mutual consent, on the same terms and conditions, save and except rent. The term recommended herein represents the renewal period
- o) **Guarantor** None
- p) **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 **EXECUTE** a Lease Renewal Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and the Executive Director of Parks, Recreation & Facilities, and in financial content to the City Treasurer.

Report Number: CAO 244/2024

Clerk's File: AMP/14711

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

November 15, 2024



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Chief Administrative Officer