



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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CAO APPROVAL

The Acting Chief Administrative Officer approved the following recommendation:

Report Number: CAO 167/2024

Approved: Wednesday, August 28, 2024

I. THAT **APPROVAL BE GIVEN** to a lease agreement between The Corporation of the City of Windsor and Centre Francophone pour Immigrants de Windsor-Essex for the lease of 1168 Drouillard Road, Unit #9, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-------------------------------|---|
| a) Tenant | Centre Francophone pour Immigrants de Windsor-Essex |
| b) Leased Premises | 1168 Drouillard, Unit #9
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | July 1, 2024 |
| d) Termination Date | June 30, 2027 |
| e) Term | Three (3) years |
| f) Area of Leased | Useable Space: 328 square feet
Common Space: 143 square feet
Total Rentable Space: 471 square feet |
| g) Annual Basic Rental | \$5,119.77, plus HST, increased annually commencing July 1, 2025, by the greater of 3% or the previous year's average annual increase in the Consumer Price Index ("CPI") as published by Statistics Canada |



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- h) Monthly Basic Rental** \$426.65, plus HST, increased annually commencing July 1, 2025, by the greater of 3% or the previous year's average annual increase in CPI as published by Statistics Canada
- 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) option to renew for an additional three (3) year term, upon mutual consent, on the same terms and conditions, save and except rent, which will increase annually by the greater of 3% or CPI
- 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



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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; and,

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease 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 167/2024

Clerk's File: APM/14711

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

August 28, 2024

Department Distribution

Lease Administrator
Manager of Real Estate Services
City Solicitor
Acting Sr. Executive Director, Corporate Services
Executive Director, Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Finance / City Treasurer
Acting Chief Administrative Officer

External Distribution