



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 47/2024
Approved: Friday, March 8, 2024

I. THAT **APPROVAL BE GIVEN** to a lease renewal agreement between The Corporation of the City of Windsor and MS Canada for the lease of 1168 Drouillard Road, Unit #5B, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|----------------------------|---|
| a) Tenant | MS Canada |
| b) Commencement Date | April 1, 2024 |
| c) Termination Date | March 31, 2025 |
| d) Term | One (1) year |
| e) Leased Premises | 1168 Drouillard, Units #5B
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Usable Space: 130 sq ft
Common Space: 56 sq ft
Total Space: 186 sq ft |
| g) Annual Basic Rent | \$2,021.82 per year, plus HST |
| h) Monthly Basic Rent | \$ 168.49 per month, plus HST |
| i) Security Deposit | 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) **Renewal** One (1) year option to renew, upon mutual consent and on the same terms and conditions, save and except rent. The recommended term 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 board room 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

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 Recreation and Culture, and in financial content to the City Treasurer.



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Report Number: CAO 47/2024

Clerk's File: APM/14711

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

March 11, 2024

Department Distribution

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

External Distribution