



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 137/2024

Approved: Friday, June 21, 2024

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Council on Aging, Windsor-Essex County for the lease of 1168 Drouillard Road, Unit 5A, which is part of the Gino & Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|---|
| a) Tenant | Council on Aging, Windsor-Essex County |
| b) Commencement Date | June 1, 2024 |
| c) Termination Date | May 31, 2026 |
| d) Leased Premises | 1168 Drouillard Road, Unit #5A Windsor, Ontario N8Y 2R1 |
| e) Area of Leased Premises | Useable Space: 128 square feet Common Space: 56 square feet Total Rentable Space: 184 square feet |
| f) Annual Basic Rent | \$2,000.08, plus HST, increased annually commencing June 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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- g) Monthly Basic Rent** \$ 166.67, plus HST, increased annually commencing June 1, 2025, by the greater of 3% or the previous year's average annual increase in CPI as published by Statistics Canada
- h) Security Deposit** None
- i) Land Taxes** Included in gross rent
- j) Utilities** Included in gross rent
- k) Permitted Use** Office / Meeting Space
- l) 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
- m) Renewal** One (1) option to renew for an additional two (2) 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 the previous year's average annual increase in CPI as published by Statistics Canada
- n) Guarantor** None
- o) Special Provisions:** With respect to boardroom usage at the Gino & 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



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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 Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and the Executive Director, Recreation and Culture, and in financial content to the City Treasurer.

Report Number: CAO 137/2024
Clerk's File: APM/14711

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
June 24, 2024

Department Distribution

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

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