



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 17/2025
Approved: Monday, February 3, 2025

I. That **APPROVAL BE GIVEN** to enter into lease agreement between The Corporation of the City of Windsor and the South Asian Centre of Windsor for the lease of 1168 Drouillard Road, Unit #6, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	South Asian Centre of Windsor
b) Commencement Date	February 1, 2025
c) Term	One (1) year
d) Termination Date	January 31, 2026
e) Leased Premises	1168 Drouillard Road, Unit #6 Windsor, Ontario N8Y 2R1
f) Area of Leased Premises	Useable Space: 154 square feet Common Space: 67 square feet Total Rentable Space: 221 square feet
g) Annual Basic Rent	\$2,475.20, plus HST
h) Monthly Basic Rent	\$206.27, 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
- 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



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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 Parks, Recreation and Facilities, and in financial content to the City Treasurer.

Report Number: CAO 17/2025
Clerk's File: APM/14905

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
February 4, 2025

Department Distribution

Lease Administrator
Manager of Real Estate Services
City Solicitor
Acting Senior Executive Director, Corporate Services
Executive Director, Parks, Recreation & Facilities
Acting Senior Executive Director, Community Services
Commissioner, Community and Corporate Services
Manager, Strategic Operating Budget Management & Control
Commissioner, Finance / City Treasurer
Chief Administrative Office