



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
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CAO APPROVAL

The Acting Chief Administrative Officer approved the following recommendation:

Report Number: CAO 155/2024

Approved: Wednesday, August 28, 2024

I. THAT **APPROVAL BE GIVEN** for a sublease agreement between The Corporation of the City of Windsor and Windsor Essex Community Housing Corporation for the sublease of Part of 495 Glengarry Avenue, which is part of the Glengarry Non-Profit Housing Corporation, in accordance with the following terms:

BASIC TERMS:

- | | |
|--------------------------------------|--|
| a) Subtenant | Windsor Essex Community Housing Corporation |
| b) Commencement Date | July 4, 2024 |
| c) Term | One (1) month and nineteen (19) days |
| d) Termination Date | August 23, 2024 |
| e) Subleased Premises | Part of the Second Floor at 495 Glengarry Avenue, Windsor, known as the After School Program Space |
| f) Area of Subleased Premises | Approximately 2,500 square feet |
| g) Annual Basic Rent | \$400.00, plus HST |
| h) Security Deposit | None |
| i) Land Taxes | Included in gross rent |



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- j) Utilities** Included in gross rent
- k) Permitted Use** Summer Recreation Program
- 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** None
- n) Guarantor** None
- o) Special Provisions:**
Subtenant will operate a Summer Recreation Program from Monday to Friday between the hours of 9:30 AM and 4:00 PM. Staff will access the Subleased Premises between 8:30 AM and 4:30 PM
- Subtenant will be permitted to use the kitchen space within the Subleased Premises, as well as the desks and chairs provided within the Subleased Premises
- Subtenant agrees that if any additional caretaking services are required for the Subleased Premises beyond what is currently provided they will be at the Subtenants entire expense
- Subtenant agrees that, upon termination of the agreement, any disturbance of the Subleased Premises resulting from damage caused to the Subleased Premises by the Subtenant, but not including normal wear and tear associated with



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regular use of Subleased Premises, will be restored at its own costs to the satisfaction of the Executive Director of Recreation and Culture or designate acting reasonably. For greater certainty, the Subleased Premises will be inspected by the Executive Director of Recreation and Culture or designate prior to the commencement of the Term and the condition of the Subleased Premises will be documented. The Subtenant and/or its contractors and the Sublessor and/or its contractors are each responsible for identifying and reporting damage as it is discovered to the Executive Director of Recreation and Culture

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Sublease 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 155/2024
Clerk's File: APM/14708

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
August 28, 2024

Department Distribution

Lease Administrator
Manager of Real Estate Services
City Solicitor
Acting Senior Executive Director of Corporate Services
Executive Director, Recreation & Culture
Commissioner, Community and Corporate Services



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On behalf of Commissioner, Finance / City Treasurer
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Acting Chief Administrative Officer

External Distribution