



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

### CAO APPROVAL

The (Acting) Chief Administrative Officer approved the following recommendation:

#### Report Number CAO 258/2023 AMENDEMENT

AMENDEMENT APPROVED: Tuesday, February 20, 2024 by CAO 21/2024

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and South Essex Community Council for the lease of 1168 Drouillard Road, Unit #16, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

#### BASIC TERMS:

- |                            |   |
|----------------------------|---|
| a) Tenant                  | South Essex Community Council   |
| b) Tenant's Address        | 1168 Drouillard, Unit #16<br>Windsor, Ontario N8Y 2R1   |
| c) Commencement Date       | November 1, 2023  |
| d) Termination Date        | October 31, 2024  |
| e) Leased Premises         | 1168 Drouillard Road, Unit #5C and #16<br>Windsor, Ontario N8Y 2R1  |
| f) Area of Leased Premises | Unit 5C:<br>Usable Space: 359 sq ft<br>Common Space: 156 sq ft<br><br>Unit 16:<br>Useable Space: 257 square feet<br>Common Space: 111 square feet<br><br><b>Total Rentable Space: 368 square feet</b> |



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- g) Annual Gross Rent**                      \$8,051.68, plus HST
- h) Monthly Gross Rent from  
November 1, 2023 to  
January 31, 2024**                      \$ 320.77, plus HST
- Monthly Gross Rent from  
February 1, 2024 to  
October 31, 2024**                      \$ 787.70, plus HST
- 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) year option to renew, upon mutual consent,  
on the same terms and conditions, save and except  
rent. The term recommended represents the renewal  
period
- o) Guarantor**                              None
- a) 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



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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 **BE AUTHORIZED** to sign 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 & Culture, and in financial content to the City Treasurer.

**Report Number: CAO 258/2023**

**Approved: Wednesday, October 04, 2023**

III. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and South Essex Community Council for the lease of 1168 Drouillard Road, Unit #16, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

### **BASIC TERMS:**

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|----------------------|--|
| a) Tenant            | South Essex Community Council                              |
| b) Tenant's Address  | 1168 Drouillard, Unit #16<br>Windsor, Ontario N8Y 2R1      |
| c) Commencement Date | November 1, 2023   |
| d) Termination Date  | October 31, 2024   |
| e) Leased Premises   | 1168 Drouillard Road, Unit #16<br>Windsor, Ontario N8Y 2R1 |



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- |                                   |  |
|-----------------------------------|--|
| <b>f) Area of Leased Premises</b> | Useable Space: 257 square feet<br>Common Space: 111 square feet<br><b>Total Rentable Space: 368 square feet</b>  |
| <b>g) Annual Basic Rental</b>     | \$3,849.28, plus HST   |
| <b>h) Monthly Basic Rental</b>    | \$ 320.77, plus HST  |
| <b>i) Security Deposit</b>        | None   |
| <b>j) Land Taxes</b>              | Included in gross rent   |
| <b>k) Utilities</b>               | Included in gross rent   |
| <b>l) Permitted Use</b>           | Office / Meeting Space   |
| <b>m) Insurance</b>               | General Liability Insurance<br>Minimum Limit \$2,000,000<br>Tenant's Legal Liability Insurance<br>Minimum Limit \$300,000<br>The Corporation of the City of Windsor to be listed as an additional insured, include cross liability and 30 days' notice of cancellation |
| <b>n) Overholding Rental</b>      | \$ 641.55, per month, plus HST   |
| <b>o) Renewal</b>                 | One (1) year option to renew, upon mutual consent, on the same terms and conditions, save and except rent. The term recommended represents the renewal period  |
| <b>p) Guarantor</b>               | None   |
| <b>b) Special Provisions:</b>     | 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   |



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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

IV. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign 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 & Culture, and in financial content to the City Treasurer.

Report Number: CAO 258/2023

Clerk's File: APM/14499

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services

February 28, 2024

### Department Distribution

Manager of Real Estate Services
Commissioner, Legal & Legislative Services
Executive Director Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Corporate Services CFO / City Treasurer
(Acting) Chief Administrative Officer

### External Distribution