



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 268/2020**

**Approved: December 4, 2020**

THAT **APPROVAL BE GIVEN** for a renewal of lease agreement between The Corporation of the City of Windsor and Michelle DiNardo for the lease of 1168 Drouillard Road, Unit #19, which is part of the Gino and Liz Marcus Community Centre (north side), in accordance with the following terms:

#### **BASIC TERMS:**

- |                                   |  |
|-----------------------------------|--|
| <b>a) Tenant</b>                  | Michelle DiNardo   |
| <b>b) Tenant's Address</b>        | 1168 Drouillard, Unit #19<br>Windsor, Ontario N8Y 2R1  |
| <b>c) Commencement Date</b>       | January 1, 2021  |
| <b>d) Termination Date</b>        | December 31, 2021  |
| <b>e) Leased Premises</b>         | 1168 Drouillard Road, Unit #19<br>Windsor, Ontario N8Y 2R1   |
| <b>f) Area of Leased Premises</b> | Useable Space: 139 square feet<br>Common Space: 60 square feet<br><b>Total Rentable Space: 199 square feet</b> |
| <b>g) Annual Basic Rental</b>     | \$2,151.50, plus HST   |
| <b>h) Monthly Basic Rental</b>    | \$ 179.29, plus HST  |
| <b>i) Security Deposit</b>        | 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<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  |
| n) Overholding Rental  | \$ 358.58, per month, plus HST  |
| o) Renewal             | None  |
| p) Guarantor           | None  |
| q) Special Provisions: | With respect to board room usage at the Gino and Liz Marcus Community Complex (North Side), the Tenant is permitted to use the board room for no charge up to eight (8) times per calendar month<br><br>Board room 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<br><br>Other than the boardroom, the current fee schedule approved by City Council applies to the rental of each room. The Tenant is responsible for confirming rates with staff when booking rentals; and, |

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a Lease 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.



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Report Number: CAO 268/2020  
Clerk's File: SR/13666

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services  
December 9, 2020

### Department Distribution

Lease Administrator (A)
Manager of Real Estate Services
City Solicitor and Corporate Leader, Economic Development and Public Safety
Executive Director of Recreation & Culture
Financial Planning Administrator
Chief Financial Officer / City Treasurer and Corporate Leader, Finance and Technology
Chief Administrative Officer

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