

**CITY HALL
WINDSOR, ONTARIO
N9A 6S1**

Phone: (519)255-6211

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 253/2025

Approved: Friday, December 5, 2025

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Diamond Multicultural Economic Co-Operative Incorporated for the lease of 1168 Drouillard Road, Unit #8, which is part of the Gino and Liz Marcus Community Centre (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|---|
| a) Tenant | Diamond Multicultural Economic Co-Operative Incorporated |
| b) Tenant's Address | 1168 Drouillard Road, Unit #8
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | December 1, 2025 |
| d) Termination Date | November 30, 2026 |
| e) Leased Premises | 1168 Drouillard, Unit #8
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Usable Space: 582 sq ft
Common Space: 253 sq ft
Total Space: 835 sq ft |
| g) Annual Basic Rent | \$9,293.55, plus HST |
| h) Monthly Basic Rent | \$774.46, plus HST |

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- | | |
|-------------------------------|---|
| i) Security Deposit | None |
| j) Land Taxes | Included in gross rent |
| k) Utilities | Included in gross rent |
| l) Permitted Use | Office / Creative Space |
| m) Insurance | <p>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</p> |
| n) Renewal | <p>One (1) year option to renew, upon mutual consent,
on the same terms and conditions, save and except
rent</p> |
| o) Guarantor | None |
| p) Special Provisions: | <p>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</p> <p>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</p> <p>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</p> |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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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 & Facilities, and in financial content to the City Treasurer.

Report Number: CAO 253/2025
Clerk's File: APM/14905

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
December 9, 2025

Department Distribution

Lease Administrator (A)
Manager of Real Estate Services
City Solicitor
Acting Executive Director, Parks, Recreation and Facilities
Commissioner, Community Services
Manager, Strategic Operating Budget Development & Control
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer