

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Phone: (519)255-6211

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E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 270/2025

Approved: Sunday, December 21, 2025

I. THAT **APPROVAL BE GIVEN** to a 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 Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	Michelle DiNardo	
b) Tenant's Address	1168 Drouillard, Unit #19 Windsor, Ontario N8Y 2R1	
c) Commencement Date	January 1, 2026	
d) Termination Date	December 31, 2026	
e) Leased Premises	1168 Drouillard Road, Unit #19 Windsor, Ontario N8Y 2R1	
f) Area of Leased Premises	Useable Space:	139 square feet
	Common Space:	60 square feet
	Total Rentable Space:	199 square feet
g) Annual Basic Rental	\$2,551.18, plus HST	
h) Monthly Basic Rental	\$ 212.60, 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 board room 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

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

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 **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.



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Report Number: CAO 270/2025
Clerk's File: APM/14905

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
December 22, 2025

Department Distribution

Acting Lease Administrator
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