



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

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 21/2024

Approved: Tuesday, February 20, 2024

I. That the lease agreement between The Corporation of the City of Windsor and South Essex Community Council for 1168 Drouillard Road, Unit #16, as approved under delegation of authority (CAO 258/2023), **BE AMENDED** effective February 1, 2024 as follows:

DELETE:

- e) **Leased Premises** 1168 Drouillard Road, Unit #16
Windsor, Ontario N8Y 2R1
- f) **Area of Leased Premises** Usable Space: 257 sq ft
Common Space: 111 sq ft
Total Rentable Space: 368 sq ft
- g) **Annual Gross Rent** \$3,849.28, plus HST
- h) **Monthly Gross Rent** \$ 320.77, plus HST
- n) **Overholding Rental** \$641.55, per month, plus HST

And INSERT:

- e) **Leased Premises** 1168 Drouillard Road, Unit #5C and #16
Windsor, Ontario N8Y 2R1
- f) **Area of Leased Premises** Unit 5C:



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

WEBSITE: www.citywindsor.ca

Usable Space: 359 sq ft
Common Space: 156 sq ft

Unit 16:
Usable Space: 257 sq ft
Common Space: 111 sq ft

Total Rentable Space: 883 sq ft

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

With all other terms and conditions of the current agreement to remain the same and be in full force and effect.

II. And that the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Amendment Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and Executive Director of Recreation & Culture, and in financial content to the City Treasurer.

Report Number: CAO 21/2024
Clerk's File: APM/14711

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
February 21, 2024



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

WEBSITE: www.citywindsor.ca

Department Distribution

Lease Administrator
Manager of Real Estate Services
Acting City Solicitor
Acting Commissioner, Corporate Services
Executive Director, Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Finance and City Treasurer
Chief Administrative Officer

External Distribution