



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL  
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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 51/2024**  
**Approved: Tuesday, March 26, 2024**

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Farah Issa, doing business as Issa Law Office for 1168 Drouillard Road, Unit #3 which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

#### BASIC TERMS:

- |   |   |
|---|---|
| <b>a) Tenant</b>                        | Farah Issa, doing business as Issa Law Office   |
| <b>b) Commencement Date</b>             | March 25, 2024  |
| <b>c) Term</b>                          | One (1) year and seven (7) days   |
| <b>d) Termination Date</b>              | March 31, 2025  |
| <b>e) Leased Premises</b>               | 1168 Drouillard Road, Unit #3<br>Windsor, Ontario N8Y 2R1   |
| <b>f) Area of Leased Premises</b>       | Useable Space: 324 square feet<br>Common Space: 140 square feet<br><b>Total Rentable Space: 464 square feet</b> |
| <b>g) Annual Basic Rent</b>             | \$5,809.28, plus HST  |
| <b>h) Monthly Basic Rent</b><br>partial | \$ 484.11, plus HST, to be prorated for any<br>month if applicable  |



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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 / 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 boardroom 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
- 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



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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 Recreation and Culture, and in financial content to the City Treasurer.

Report Number: CAO 51/2024

Clerk's File: APM/14711

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services

March 27, 2024

### Department Distribution

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

### External Distribution