



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 4/2025

Approved: Tuesday, January 28, 2025

I. THAT **APPROVAL BE GIVEN** to a lease renewal 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, 2025
- d) Termination Date December 31, 2025
- 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 \$2,491.48, plus HST
- h) Monthly Basic Rental \$ 207.62, 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. The term recommended herein represents the renewal period
- 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 Renewal 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.

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Clerk's File: APM/14905



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Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
January 29, 2025

Department Distribution

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