



## 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](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 248/2024 AMENDMENT**  
**AMENDMENT APPROVED: Tuesday, November 19, 2024**

I. THAT APPROVAL BE GIVEN for a lease agreement between The Corporation of the City of Windsor and South Essex Community Council for the lease of 1168 Drouillard Road, Unit #5C and #16, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

#### BASIC TERMS:

- |                            |  |
|----------------------------|--|
| a) Tenant                  | South Essex Community Council  |
| b) Tenant's Address        | 1168 Drouillard, Unit #5C and #16<br>Windsor, Ontario N8Y 2R1  |
| c) Commencement Date       | November 1, 2024   |
| d) Termination Date        | October 31, 2025   |
| e) Leased Premises         | 1168 Drouillard Road, Unit #5C and #16<br>Windsor, Ontario N8Y 2R1   |
| f) Area of Leased Premises | Unit 5C:<br>Useable Space: 359 square feet<br>Common Space: 156 square feet<br><br>Unit 16:<br>Useable Space: 257 square feet<br>Common Space: 111 square feet<br><b>Total Rentable Space: 883 square feet</b> |



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- g) Annual Basic Rental**      \$9,598.21, plus HST
- h) Monthly Basic Rental**      \$ 799.85, plus HST
- 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,  
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 boardroom 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 Parks, Recreation & Facilities, and in financial content to the City Treasurer.

**Report Number: CAO 248/2024**

**Approved: Tuesday, November 12, 2024**

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and South Essex Community Council for the lease of 1168 Drouillard Road, Unit #5C and #16, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

### **BASIC TERMS:**

- |                                   |  |
|-----------------------------------|--|
| <b>q) Tenant</b>                  | South Essex Community Council  |
| <b>r) Tenant's Address</b>        | 1168 Drouillard, Unit #5C and #16<br>Windsor, Ontario N8Y 2R1  |
| <b>s) Commencement Date</b>       | November 1, 2024   |
| <b>t) Termination Date</b>        | October 31, 2025   |
| <b>u) Leased Premises</b>         | 1168 Drouillard Road, Unit #5C and #16<br>Windsor, Ontario N8Y 2R1   |
| <b>v) Area of Leased Premises</b> | Unit 5C:<br>Useable Space: 359 square feet<br>Common Space: 156 square feet<br><br>Unit 16:<br>Useable Space: 257 square feet<br>Common Space: 111 square feet<br><b>Total Rentable Space: 883 square feet</b> |



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- w) **Annual Basic Rental** \$9,598.21, plus HST
- x) **Monthly Basic Rental** \$ 799.85, plus HST
- y) **Security Deposit** None
- z) **Land Taxes** Included in gross rent
- aa) **Utilities** Included in gross rent
- bb) **Permitted Use** Office / Meeting Space
- cc) **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
- dd) **Renewal** One (1) year option to renew, upon mutual consent, on the same terms and conditions, save and except rent
- ee) **Guarantor** None
- ff) **Special Provisions:** 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
- 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 Parks, Recreation & Facilities, and in financial content to the City Treasurer.

Report Number: CAO 248/2024  
Clerk's File: AMP/14711

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
November 20, 2024

Department Distribution



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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, Corporate & Community Services
Manager, Strategic Capital Budget Development & Control
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer

### External Distribution

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