



## 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 260/2024**

**Approved: Wednesday, December 18, 2024**

I. That **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Diamond Multicultural Economic Co-Operative Incorporated for the lease of 1168 Drouillard Road, Unit #8, which is part of the Gino and Liz Marcus Community Centre (North Side), in accordance with the following terms:

#### **BASIC TERMS:**

- |                            |   |
|----------------------------|---|
| a) Tenant                  | Diamond Multicultural Economic Co-Operative Incorporated                            |
| b) Tenant's Address        | 1168 Drouillard Road, Unit #8<br>Windsor, Ontario N8Y 2R1                           |
| c) Commencement Date       | December 1, 2024  |
| d) Termination Date        | November 30, 2025   |
| e) Leased Premises         | 1168 Drouillard, Unit #8<br>Windsor, Ontario N8Y 2R1                                |
| f) Area of Leased Premises | Usable Space: 582 sq ft<br>Common Space: 253 sq ft<br><b>Total Space: 835 sq ft</b> |
| g) Annual Basic Rent       | \$9,076.45, plus HST  |



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- h) Monthly Basic Rent** \$756.37, plus HST
- i) Security Deposit** None
- j) Land Taxes** Included in gross rent
- k) Utilities** Included in gross rent
- l) Permitted Use** Office / Creative 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. The term recommended herein represents the renewal period
- 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 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.

Report Number: CAO 260/2024  
Clerk's File: APM/14711

*Anna Ciacelli*

Deputy City Clerk  
December 19, 2024

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