



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 241/2024

Approved: Tuesday, November 12, 2024

I. THAT Delegation of Authority CAO 175/2024 be **RESCINDED**.

II. THAT **APPROVAL BE GIVEN** to amend the lease agreement between The Corporation of the City of Windsor and Autism Society of Ontario (Windsor-Essex) for 1168 Drouillard Road, Unit #2, as approved under delegation of authority (CAO 6/2024), effective October 1, 2024 as follows:

DELETE:

c) **Leased Premises** 1168 Drouillard Road, Units #2 & #20
Windsor, Ontario N8Y 2R1

f) **Area of Leased Premises**

Unit #2	
Common Space:	253 sq ft
Usable Space:	583 sq ft
Unit #20	
Common Space:	270 sq ft
Usable Space:	623 sq ft
TOTAL AREA	1,729 sq ft

n) **Overholding Rental** \$3,014.23 per month, plus HST

And **INSERT:**



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

c) **Leased Premises** 1168 Drouillard Road, Units #2, #3 & #20
Windsor, Ontario N8Y 2R1

f) **Area of Leased Premises**

Unit #2	
Common Space:	253 sq ft
Usable Space:	583 sq ft
Unit #3	
Common Space:	140 sq ft
Usable Space:	324 sq ft
Unit #20	
Common Space:	270 sq ft
Usable Space:	623 sq ft
TOTAL AREA	2,193 sq ft

III. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Autism Society of Ontario (Windsor-Essex) for the lease of 1168 Drouillard Road, Units #2, #3 and #20, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) **Tenant** Autism Society of Ontario (Windsor-Essex)

b) **Tenant's Address** 1168 Drouillard Road, Unit #2
Windsor, Ontario N8Y 2R1

c) **Leased Premises** 1168 Drouillard, Units #2, #3 & #20
Windsor, Ontario N8Y 2R1

d) **Commencement Date** October 1, 2024

e) **Termination Date** September 30, 2025

f) **Area of Leased**

Unit #2	
Common Space:	253 sq ft
Usable Space:	583 sq ft
Unit #3	



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

Common Space: 140 sq ft

Usable Space: 324 sq ft

Unit #20

Common Space: 270 sq ft

Usable Space: 623 sq ft

TOTAL AREA 2,193 sq ft

- g) Annual Basic Rental** \$23,837.91, plus HST
- h) Monthly Basic Rental** \$1,986.50, 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. 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



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

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

Tenant shall have use of the following office furniture owned by the Landlord during the term of the Lease: 2 x 5 shelf bookcase, 1 x old oak style desk, 1 x brown laminate desk. The foregoing office furniture can be used by the Tenant during the term of the Lease and will be left on the premises upon termination of the Lease; and,

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

Report Number: CAO 241/2024
Clerk's File: AMP/14711

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
November 15, 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
City Solicitor
Senior Executive Director, Corporate Services (Acting)
Executive Director, Parks, Recreation & Facilities
Senior Executive Director, Community Services (Acting)
Commissioner, Community & Corporate Services
Manager, Strategic Capital Budget Development & Control
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer