

**CITY HALL
WINDSOR, ONTARIO
N9A 6S1**

Phone: (519)255-6211

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 227/2025

Approved: Thursday, November 13, 2025

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Birthright for the lease of 1168 Drouillard Road, Unit #4, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	Birthright
b) Tenant's Address	1168 Drouillard Road, Unit #4 Windsor, Ontario N8Y 2R1
c) Commencement Date	November 1, 2025
d) Termination Date	October 31, 2026
e) Leased Premises	1168 Drouillard, Unit #4 Windsor, Ontario N8Y 2R1
f) Area of Leased Premises	Usable Space: 423 sq ft Common Space: 183 sq ft Total Space: 606 sq ft
g) Annual Basic Rent	\$6,744.78, plus HST
h) Monthly Basic Rent	\$ 562.07, plus HST

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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, on the same terms and conditions, save and except rent. |
| o) Guarantor | None |
| p) Special Provisions: | <p>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</p> <p>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</p> <p>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</p> |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

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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 and Facilities, and in financial content to the City Treasurer.

Report Number: CAO 227/2025
Clerk's File: APM/14905

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
November 14, 2025

Department Distribution

Lease Administrator (A)
Manager of Real Estate Services
City Solicitor
Acting Executive Director, Parks, Recreation and Facilities
Commissioner, Community Services
Manager, Strategic Operating Budget Development & Control
On behalf of Commissioner, Finance & City Treasurer
Chief Administrative Officer