

**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 229/2025

Approved: Thursday, November 13, 2025

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:

- | | |
|-----------------------------------|--|
| a) Tenant | South Essex Community Council |
| b) Tenant's Address | 1168 Drouillard, Unit #5C and #16
Windsor, Ontario N8Y 2R1 |
| c) Commencement Date | November 1, 2025 |
| d) Termination Date | October 31, 2026 |
| e) Leased Premises | 1168 Drouillard Road, Unit #5C and #16
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Unit 5C:
Useable Space: 359 square feet
Common Space: 156 square feet

Unit 16:
Useable Space: 257 square feet
Common Space: 111 square feet
Total Rentable Space: 883 square feet |

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- | | |
|--------------------------------|--|
| g) Annual Basic Rental | \$9,827.79, plus HST |
| h) Monthly Basic Rental | \$ 818.98, 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

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 |



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 Renewal 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 229/2025
Clerk's File: APM/14905

Anna Ciacelli

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

Department Distribution

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