

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

Phone: (519)255-6211

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WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 57/2025

Approved: Wednesday, April 2, 2025

I. THAT **APPROVAL BE GIVEN** to enter into a lease agreement between The Corporation of the City of Windsor and Yoruba Heritage Community Organization of Windsor-Essex for 1168 Drouillard Road, Unit #11 which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	Yoruba Heritage Community Organization of Windsor-Essex	
b) Commencement Date	April 1, 2025	
c) Termination Date	March 31, 2026	
d) Leased Premises	1168 Drouillard Road, Unit #11 Windsor, Ontario N8Y 2R1	
e) Area of Leased Premises	Useable Space:	187 square feet
	Common Space:	81 square feet
	Total Rentable Space:	268 square feet
f) Annual Basic Rent	\$2,982.84, plus HST	
g) Monthly Basic Rent	\$ 248.57, plus HST	
h) Security Deposit	None	



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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- | | |
|-------------------------------|---|
| i) Land Taxes | Included in gross rent |
| j) Utilities | Included in gross rent |
| k) Permitted Use | Office / Meeting Space |
| l) 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 and 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 complimentary use the of the boardroom up to eight (8) times per calendar month</p> <p>Boardroom usage over and above eight (8) times per calendar month will be subject to a charge of \$10.00 per hour, up to a maximum of five (5) hours (\$50.00) per day at the Tenant's sole expense</p> <p>Other than the boardroom, the current fee schedule approved by City Council applies to the rental of each room. The Tenant is responsible for confirming rates with staff when booking rentals</p> |



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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 57/2025
Clerk's File: APM/14905

Anna Ciacelli

Deputy City Clerk
April 2, 2025

Department Distribution

Acting 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, Community & Corporate Services
Manager, Strategic Operating Budget Development &
Commissioner, Finance / City Treasurer
Chief Administrative Officer