



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 81/2025**  
**Approved: Wednesday, April 30, 2025**

I. THAT **APPROVAL BE GIVEN** to an agreement between The Corporation of the City of Windsor and Windsor Lawn Bowling Club on the following terms and conditions:

#### **BASIC TERMS:**

- |                               |   |
|-------------------------------|---|
| <b>a) Tenant</b>              | Windsor Lawn Bowling Club   |
| <b>b) Commencement Date</b>   | April 1, 2025   |
| <b>c) Termination Date</b>    | March 31, 2030  |
| <b>d) Leased Premises</b>     | 2 Memorial Drive<br>Windsor, Ontario N8X 5C8  |
| <b>e) Site Area</b>           | Approximately 4,500 square feet Clubhouse,<br>plus lawn bowling greens and three storage sheds    |
| <b>f) Annual Basic Rental</b> | \$1.00 per annum, plus HST  |
| <b>g) Land Taxes</b>          | Payable by Tenant, if applicable  |
| <b>h) Utilities</b>           | Payable by Tenant (hydro, water, gas)   |
| <b>i) Permitted Use</b>       | Lawn Bowling Clubhouse, greens and storage sheds  |
| <b>j) Insurance</b>           | General Liability Insurance<br>Minimum Limit \$5,000,000.00<br>Tenant's Legal Liability Insurance |



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Minimum Limit \$300,000.00

The Corporation of the City of Windsor to be listed as an additional insured and 30 days' notice of cancellation

**k) Renewal**

None

**l) Guarantor**

None

**a) Special Provisions:**

Tenant is responsible for all operating costs including the maintenance and material costs for the upkeep of the Clubhouse and sheds

Tenant is responsible to ensure that the lawn bowling greens are maintained by trained/certified personnel to a standard that meets or exceeds: (i) all applicable specifications; and (ii) industry best practices

Tenant may display exterior promotional, sponsorship or advertising at the Leased Premises during the term and upon prior written consent of the Executive Director of Parks, Recreation & Facilities

Tenant acknowledges its obligations in accordance with City By-law No. 131-2019 and City By-law No. 113-2006, and specifically that it shall not engage in smoking any lighted or heated equipment used to smoke or vaporize any tobacco or non-tobacco product, within the Leased Space.

Additionally, Tenant acknowledges that it holds a valid license that permits the service and sale of alcohol. The Tenant affirms that such license is current and in good standing. The Tenant agrees to comply with all applicable laws, regulations, and licensing requirements governing the sale and service of alcohol, including any amendments or modifications thereto.



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Tenant agrees to grant the City the following rights:

- a. Up to two times per calendar year, upon a minimum of six months' notice, the City may use the Leased Premises for City-hosted events that are directly related to lawn bowling, with no rental fee;
- b. City may use the equipment and related personal property owned by Tenant stored at the Leased Premises during the period of City use of the Leased Premises;
- c. Tenant will bear the costs of such City use are it relates to the Leased Premises or the Tenant's personal property (i.e. utility costs)
- d. City will reimburse Tenant, or pay directly to third parties, as appropriate, any costs incurred during the periods of City use which are not directly related to the use of Leased Premises (i.e. referees)

Either party may terminate the agreement upon a minimum of sixty (60) days' written notice

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Agreement, to be satisfactory in form to the City Solicitor, in technical content to the Lease Administrator, Executive Director of Parks, Recreation and Facilities, and in financial content to the City Treasurer.

Report Number: CAO 81/2025

Clerk's File: APM/14904

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
May 2, 2025



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### 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 & Control
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer

### External Distribution