



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 115/2026

Approved: Wednesday, June 10, 2026

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Council on Aging, Windsor-Essex County for the lease of 1168 Drouillard Road, Unit #5A, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|----------------------------|--|
| a) Tenant | Council on Aging, Windsor-Essex County |
| b) Commencement Date | June 1, 2026 |
| c) Termination Date | May 31, 2028 |
| d) Term | Two (2) years |
| e) Leased Premises | 1168 Drouillard, Unit #5A
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Usable Space: 128 sq ft
Common Space: 56 sq ft
Total Space: 184 sq ft |



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- g) Annual Basic Rent** \$2,121.52 per year, plus HST, increased annually commencing June 1, 2027, by the greater of 3% or the 2026 average annual increase in the Consumer Price Index (“CPI”) as published by Statistics Canada
- h) Monthly Basic Rent** \$ 176.79 per month, plus HST, increased annually commencing June 1, 2027, by the greater of 3% or 2026 CPI
- i) Security Deposit** None
- j) Land Taxes** Included in gross rent
- k) Utilities** Included in gross rent
- l) Permitted Use** Office /Community Support Services / 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** Two (2) year option to renew, upon mutual consent, on the same terms and conditions, save and except rent, which will increase annually by the greater of 3% or CPI. 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



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Side), the Tenant is permitted to use the board room 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. The Tenant is responsible for confirming rates with staff when booking rentals

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 115/2026
Clerk's File: APM/15080

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
June 10, 2026

Department Distribution

Lease Administrator
Manager of Real Estate Services
City Solicitor
Acting Executive Director, Parks, Recreation and Facilities
Commissioner, Community Services
Manager, Strategic Operating Budget Development and Control



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