THE CITY OF WINDSOR
ONTARIO, CANADA

OFFICE OF THE CITY CLERK
COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 230/2026
Approved: Friday, October 23, 2026

I. THAT **APPROVAL BE GIVEN** for a lease 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, 2026	
d) Termination Date	October 31, 2027	
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	$10,101.52, plus HST
h) Monthly Basic Rental	$ 841.80, 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
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

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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 230/2026
Clerk's File: APM/15080

Anna Ciacelli
Deputy City Clerk / Supervisor of Council Sevvices
October 27, 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 & Control
Commissioner, Finance / City Treasurer
Chief Administrative Officer