

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

**Phone: (519)255-6211**

**Fax: (519)255-6868**

**E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)**

**WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)**

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## **CAO APPROVAL**

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 59/2025**

**Approved: Thursday, April 10, 2025**

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

### **BASIC TERMS:**

- |                                   |   |
|-----------------------------------|---|
| <b>a) Tenant</b>                  | MS Canada   |
| <b>b) Commencement Date</b>       | April 1, 2025   |
| <b>c) Termination Date</b>        | March 31, 2026  |
| <b>d) Term</b>                    | One (1) year  |
| <b>e) Leased Premises</b>         | 1168 Drouillard, Units #5B<br>Windsor, Ontario N8Y 2R1                      |
| <b>f) Area of Leased Premises</b> | Usable Space: 130 sq ft<br>Common Space: 56 sq ft<br>Total Space: 186 sq ft |
| <b>g) Annual Basic Rent</b>       | \$2,070.18 per year, plus HST   |
| <b>h) Monthly Basic Rent</b>      | \$ 172.52 per month, plus HST   |

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- |                               |   |
|-------------------------------|---|
| <b>i) Security Deposit</b>    | None  |
| <b>j) Land Taxes</b>          | Included in gross rent  |
| <b>k) Utilities</b>           | Included in gross rent  |
| <b>l) Permitted Use</b>       | Office / Meeting Space  |
| <b>m) Insurance</b>           | General Liability Insurance<br>Minimum Limit \$2,000,000<br>Tenant's Legal Liability Insurance<br>Minimum Limit \$300,000<br>The Corporation of the City of Windsor to be listed as<br>an additional insured, include cross liability and 30<br>days' notice of cancellation  |
| <b>n) Renewal</b>             | One (1) year option to renew, upon mutual consent<br>and on the same terms and conditions, save and<br>except Basic Rent, which will be determined at the<br>City's sole discretion.  |
| <b>o) Guarantor</b>           | None  |
| <b>p) Special Provisions:</b> | <p>With respect to boardroom usage at the Gino and Liz<br/>Marcus Community Complex (North Side), the<br/>Tenant is permitted complimentary use of the<br/>boardroom up to eight (8) times per calendar month</p> <p>Boardroom usage over and above eight (8) times per<br/>calendar month will be subject to a charge of \$10.00<br/>per hour, up to a maximum of five (5) hours (\$50.00)<br/>per day at the Tenant's sole expense</p> <p>Other than the boardroom, the current fee schedule<br/>approved by City Council applies to the rental of each<br/>room. The Tenant is responsible for confirming rates<br/>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 & Facilities, and in financial content to the City Treasurer.

Report Number: CAO 59/2025  
Clerk's File: APM/14907

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
April 11, 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 Services and Corporate Services
Manager, Strategic Operating Budget Development & Control
Commissioner, Finance / City Treasurer
Chief Administrative Officer