

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 214/2025

Approved: Wednesday, October 29, 2025

I. THAT **APPROVAL BE GIVEN** to enter into a lease agreement between The Corporation of the City of Windsor and Autism Society of Ontario (Windsor-Essex) for 1168 Drouillard Road, Unit #2, #3 and #20, on the following terms:

BASIC TERMS:

a) Tenant	Autism Society of Ontario (Windsor-Essex)
b) Tenant's Address	1168 Drouillard Road, Unit #2 Windsor, Ontario N8Y 2R1
c) Leased Premises	1168 Drouillard, Units #2, #3 and #20 Windsor, Ontario N8Y 2R1
d) Commencement Date	October 1, 2025
e) Termination Date	September 30, 2026
f) Area of Leased	Unit #2 Common Space: 253 sq ft Usable Space: 583 sq ft Unit #3 Common Space: 140 sq ft Usable Space: 324 sq ft Unit #20 Common Space: 270 sq ft Usable Space: 623 sq ft TOTAL AREA 2,193 sq ft

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g) Annual Basic Rental	\$24,408.09, plus HST
h) Monthly Basic Rental	\$2,034.01, 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

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each room. Tenant is responsible for confirming rates with staff when booking rentals

Tenant shall have use of the following office furniture owned by the Landlord during the term of the Lease: 2 x 5 shelf bookcase, 1 x old oak style desk, 1 x brown laminate desk. The foregoing office furniture can be used by the Tenant during the term of the Lease and will be left on the premises upon termination of the Lease.

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 214/2025
Clerk's File: APM/14905

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
October 30, 2025

Department Distribution

Lease Administrator (Acting)
Manager of Real Estate Services
City Solicitor
Acting Executive Director, Parks, Recreation & Facilities
Commissioner, Community Services
Manager, Strategic Operating Budget Development & Control
On behalf of Commissioner, Finance & City Treasurer
Chief Administrative Officer