

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Phone: (519)255-6211

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 215/2026

Approved: Tuesday, October 6, 2026

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Autism Society of Ontario (Windsor-Essex) for the lease of 1168 Drouillard Road, Units #2, 3 and 20, which are part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|--|
| a) Tenant | Autism Society of Ontario (Windsor-Essex) |
| b) Tenant's Address | 1168 Drouillard Road, Units #2, 3 and 20
Windsor, Ontario N9C 1A9 |
| c) Commencement Date | October 1, 2026 |
| d) Term | One (1) year; The term recommended herein represents the renewal period |
| e) Termination Date | September 30, 2027 |
| f) Leased Premises | 1168 Drouillard Road, Units #2, 3 and 20
Windsor, Ontario N9C 1A9 |
| g) Area of Leased Premises | Unit #2:
Useable Space: 583 square feet
Common Space: 253 square feet
Unit #3:
Useable Space: 324 square feet
Common Space: 140 square feet |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Unit #20:

Useable Space: 623 square feet

Common Space: 270 square feet

Total Rentable Space: 2,193 square feet

h) Annual Basic Rental \$25,087.92, plus HST

i) Monthly Basic Rental \$2,090.66, plus HST

j) Security Deposit None

k) Land Taxes Included in gross rent

l) Utilities Included in gross rent

m) Permitted Use Office / Meeting Space

n) 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

o) Renewal The term recommended herein represents the renewal period

p) Guarantor None

q) 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



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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

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; and,

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 215/2026
Clerk's File: APM/15080

Anna Ciacelli

Deputy City Clerk
October 9, 2026

Department Distribution

Lease Administrator
Manager of Real Estate Services



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City Solicitor
Acting Executive Director, Parks, Recreation and Facilities
Commissioner, Community Services
Manager, Strategic Operating Budget Development and Control
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer