

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

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

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## **CAO APPROVAL**

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 255/2025**

**Approved: Friday, December 5, 2025**

I. THAT **APPROVAL BE GIVEN** for a LEASE AGREEMENT between The Corporation of the City of Windsor and The Windsor Public Library Board to lease the Whale Room and Office Space at the Windsor International Aquatic and Training Centre (401 Pitt Street West, Windsor) for the purposes of its Adult Literacy and Deaf Literacy programs, in accordance with the following terms:

### **BASIC TERMS:**

- |                             |   |
|-----------------------------|---|
| <b>a) Tenant</b>            | The Windsor Public Library Board  |
| <b>b) Tenant's Address</b>  | Attention: Jen Knights<br>c/o The Office of the City Clerk<br>350 City Hall Square West, Room 203<br>Windsor, Ontario N9A 6S1 |
| <b>c) Commencement Date</b> | December 1, 2025  |
| <b>d) Term</b>              | One (1) year  |
| <b>e) Termination Date</b>  | November 30, 2026   |
| <b>f) Leased Premises</b>   | Windsor International Aquatic and Training Centre<br>401 Pitt Street West<br>Windsor, Ontario N9A 0B2                         |

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- |                                   |  |
|-----------------------------------|--|
| <b>g) Area of Leased Premises</b> | Whale Room      970 square feet<br>Office              110 square feet<br><b>Total Rentable Space 1,080 square feet</b>  |
| <b>h) Annual Basic Rate</b>       | \$19,010.76, plus HST  |
| <b>i) Monthly Rent</b>            | \$1,584.23, plus HST   |
| <b>j) Property Taxes</b>          | Included in Basic Rent   |
| <b>k) Utilities</b>               | Included in Basic Rent   |
| <b>l) Permitted Use</b>           | Public Library – Adult Literacy and Deaf Literacy programs   |
| <b>m) Insurance</b>               | N/A  |
| <b>n) Renewal</b>                 | One (1) option to renew for a further one (1) year term, upon mutual consent of the parties and on the same terms and conditions contained herein, save and except rent  |
| <b>o) Guarantor</b>               | None   |
| <b>p) Special Provisions</b>      | <p>Tenant shall be responsible for all costs associated with the operation of the Leased Premises as a branch of the Windsor Public Library for its Adult Literacy and Deaf Literacy programs</p> <p>Tenant shall be responsible for any future capital improvements, which shall only be carried out with the written consent of the Landlord, whose consent shall be exercised in a commercially reasonable manner</p> |



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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II. **THAT** the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Agreement with The Windsor Public Library, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and the Executive Director, Parks, Recreation and Facilities and in financial content to the City Treasurer.

Report Number: CAO 255/2025  
Clerk's File: APM/14904

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
December 9, 2025

### Department Distribution

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