



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 68/2026

Approved: Tuesday, March 31, 2026

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Yoruba Heritage Community Organization of Windsor-Essex for the lease of 1168 Drouillard Road, Unit #11, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|------------------------------------------------------------------------------------|
| a) Tenant | Yoruba Heritage Community Organization of Windsor-Essex |
| b) Commencement Date | April 1, 2026 |
| c) Termination Date | March 31, 2027 |
| d) Leased Premises | 1168 Drouillard, Units #11
Windsor, Ontario N8Y 2R1 |
| e) Area of Leased Premises | Usable Space: 187 sq ft
Common Space: 81 sq ft
Total Space: 268 sq ft |
| f) Annual Basic Rent | \$3,065.92, plus HST |
| g) Monthly Basic Rent | \$ 255.49, plus HST |
| h) Security Deposit | None |



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- i) **Land Taxes** Included in gross rent
- j) **Utilities** Included in gross rent
- k) **Permitted Use** Office / Meeting Space
- l) **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
- m) **Renewal** One (1) year option to renew, upon mutual consent and on the same terms and conditions, save and except rent. The term recommended herein represents the renewal period
- n) **Guarantor** None
- o) **Special Provisions:** Tenant acknowledges that it cannot assign or sublease any portion of the Leased Premises without the written consent of the Landlord, which consent may be unreasonably withheld at the Landlord's sole discretion. Any assignment or subletting without the written consent of the Landlord, shall be deemed a default under this Lease.

With respect to boardroom usage at the Gino and Liz Marcus Community Complex (North Side), the Tenant is permitted complimentary use of the boardroom up to eight (8) times per calendar month

Boardroom usage over and above eight (8) times per calendar month will be charged at the rates in effect as per the approved User Fee Schedule for Recreation and Facilities.



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Other than the boardroom, the current fee schedule approved by City Council applies to the rental of each room. The Tenant is responsible for confirming rates with staff when booking rentals; 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 68/2026
Clerk's File: APM/15080

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
April 2, 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
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer