



OFFICE OF THE CITY CLERK COUNCIL SERVICES

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

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WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 89/2026
Approved: Thursday, May 14, 2026

I. THAT **APPROVAL BE GIVEN** for a lease renewal 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:

- | | |
|-----------------------------------|--|
| a) Tenant | MS Canada |
| b) Commencement Date | April 1, 2026 |
| c) Termination Date | March 31, 2027 |
| d) Term | One (1) year |
| e) Leased Premises | 1168 Drouillard, Units #5B
Windsor, Ontario N8Y 2R1 |
| f) Area of Leased Premises | Usable Space: 130 sq ft
Common Space: 56 sq ft
Total Space: 186 sq ft |
| g) Annual Basic Rent | \$2,127.84 per year, plus HST |
| h) Monthly Basic Rent | \$ 177.32 per month, plus HST |
| i) Security Deposit | None |



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- 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 and on the same terms and conditions, save and except Basic Rent, which will be determined at the City's sole discretion. The term recommended herein represents the renewal period
- o) Guarantor** None
- p) 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



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as per the approved User Fee Schedule for
Recreation and Facilities.

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

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 & Facilities, and in
financial content to the City Treasurer.

Report Number: CAO 89/2026

Clerk's File: APM/15080

Anna Ciacelli

Deputy City Clerk

May 15, 2026

Department Distribution

Lease Administrator
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