



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 98/2026
Approved: Thursday, May 14, 2026

I. THAT **APPROVAL BE GIVEN** to enter into a lease agreement between The Corporation of the City of Windsor and House of Sophrosyne for the lease of 1168 Drouillard Road, Unit #10, which is part of the Gino and Liz Marcus Community Complex (North Side), in accordance with the following terms:

BASIC TERMS:

a) Tenant	House of Sophrosyne
b) Commencement Date	May 1, 2026
c) Term	Two (2) months
d) Termination Date	June 30, 2026
e) Leased Premises	1168 Drouillard, Unit #10 Windsor, Ontario N8Y 2R1
f) Area of Leased Premises	Usable Space: 369 square feet Common Space: 160 square feet Total Space: 529 square feet
g) Monthly Basic Rent	\$504.31, plus HST
h) Security Deposit	None
i) Land Taxes	Included in rent



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- j) Utilities** Included in rent
- k) Permitted Use** Office / Meeting Space
- l) Insurance** General Liability Insurance (which policy must include abuse liability coverage)
Minimum Limit \$2,000,000, per occurrence
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** Option to renew up to one (1) additional term of one (1) month, under the same terms and conditions. The renewal shall be automatically exercised without further notice or Council or CAO approval, as required, unless the Tenant provides at least fifteen (15) days' written notice to the Landlord that it does not intend to renew the lease for an additional month
- o) Guarantor** None
- p) Special Provisions:** 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
- Other than the boardroom, the current fee schedule approved by City Council applies to the rental of each room. The Tenant is



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responsible for confirming rates with staff when
booking rentals

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Agreement and any renewal agreements and or ancillary documentation in relation to automatic renewals, 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 98/2026

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