



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 302/2023

Approved: Tuesday, November 28, 2023

I. THAT the lease agreement between The Corporation of the City of Windsor and Sunshine Forcier for the lease of 3277 Sandwich Street, Unit #11, which is part of the Mackenzie Hall Cultural Centre, as approved under delegation of authority (CAO 163/2023), **BE TERMINATED** effective November 30, 2023 and that the City Solicitor, or designate, **BE AUTHORIZED** to sign any documentation required to affect the lease termination.

II. THAT the lease agreement between The Corporation of the City of Windsor and Kelly MacDonald for the lease of 3277 Sandwich Street, Unit #8, which is part of the Mackenzie Hall Cultural Centre, as approved under delegation of authority (CAO 9/2023), **BE TERMINATED** effective November 30, 2023 and that the City Solicitor, or designate, **BE AUTHORIZED** to sign any documentation required to affect the lease termination.

III. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Kelly MacDonald and Carly Redmond for 3277 Sandwich Street, Unit #11, which is part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------|--|
| a) Tenants | Kelly MacDonald & Carly Redmond |
| b) Tenant's Address | 3277 Sandwich Street, Unit #11
Windsor, Ontario N9C 1A9 |
| c) Commencement Date | December 1, 2023 |



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- d) **Termination Date** November 30, 2024
- e) **Leased Premises** 3277 Sandwich Street, Unit #11
Windsor, Ontario N9C 1A9
- f) **Area of Leased Premises** Usable Space: 244 sq ft
Common Space: 86 sq ft
Total Space: 330 sq ft
- g) **Annual Basic Rent** \$3,976.50, plus HST
- h) **Monthly Basic Rent** \$ 331.38, plus HST
- i) **Security Deposit** None
- j) **Land Taxes** Included in gross rent
- k) **Utilities** Included in gross rent
- l) **Permitted Use** Office Space/ Social Work
- m) **Insurance** General Liability Insurance
Minimum Limit \$5,000,000
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) **Overholding Rental** \$ 662.76 per month, plus HST
- o) **Renewal** One option to renew for a further one (1) year term,
on the same terms and conditions contained herein,
provided that Tenant gives written notice of her intent
to exercise said renewal option no later than thirty
(30) days prior to the expiration of the term
- p) **Guarantor** None



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q) Special Provisions:

The parking lot located south of the Mackenzie Hall Cultural Centre is not owned by the City, nor does it form part of the Leased Premises or Mackenzie Hall lands. Tenant acknowledges that said parking lot may not be available for use by the patrons and tenants of Mackenzie Hall in the future

In the event the parking options at Mackenzie Hall change and the Tenant wishes to terminate the lease prior to the Termination Date herein, the Tenant shall give the Landlord thirty (30) days' written notice of their intention to terminate the Lease; and,

IV. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and the Executive Director of Recreation & Culture and in financial content to the City Treasurer.

Report Number: CAO 302/2023
Clerk's File: APM/14501

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
November 30, 2023

Department Distribution

Manager of Real Estate Services
Acting City Solicitor
Executive Director, Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Finance & City Treasurer
Chief Administrative Officer