



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 305/2023

Approved: Tuesday, December 05, 2023

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Dr. Darlene Maxey (PhD) for the lease of 3277 Sandwich Street, Room #10 at the Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|--|
| a) Tenant | Dr. Darlene Maxey |
| b) Commencement Date | December 1, 2023 |
| c) Term | One (1) Year |
| d) Termination Date | November 30, 2024 |
| e) Leased Premises | 3277 Sandwich Street, Room #10
Windsor, Ontario N9C 1A9 |
| f) Area of Leased Premises | 405.33 square feet |
| g) Annual Gross Rent | \$4,884.23, plus HST |
| h) Monthly Gross Rent | \$407.02, plus HST |
| i) Security Deposit | None |
| j) Land Taxes | Included in gross rent |



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- k) Utilities** Included in gross rent (hydro, gas and water)
- l) Permitted Use** Office / Meeting Space
- m) Insurance** General Liability Insurance
Minimum Limit \$2,000,000.00
Tenant's Legal Liability Insurance
Minimum Limit \$300,000.00
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** \$814.04, per month, plus HST
- o) Renewal** One (1) year option to renew, upon mutual consent, on the same terms and conditions, save and except rent
- p) Guarantor** None
- 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; and,

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

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Clerk's File: APM/14501



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Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
December 8, 2023

Department Distribution

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

External Distribution