



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

### CAO APPROVAL

The (Acting) Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 121/2022**

**Approved: May 18, 2022**

I. That **APPROVAL BE GIVEN** to a lease renewal agreement between The Corporation of the City of Windsor and Sunshine Forcier for 3277 Sandwich Street, Unit #11, which is part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

#### **BASIC TERMS:**

- |                                   |  |
|-----------------------------------|--|
| <b>a) Tenants</b>                 | Sunshine Forcier   |
| <b>b) Tenant's Address</b>        | 3277 Sandwich Street, Unit #11<br>Windsor, Ontario N9C 1A9                         |
| <b>c) Commencement Date</b>       | June 1, 2022   |
| <b>d) Termination Date</b>        | May 31, 2023   |
| <b>e) Leased Premises</b>         | 3277 Sandwich Street, Unit #11<br>Windsor, Ontario N9C 1A9                         |
| <b>f) Area of Leased Premises</b> | Usable Space: 244 sq ft<br>Common Space: 86 sq ft<br><b>Total Space: 330 sq ft</b> |
| <b>g) Annual Basic Rent</b>       | \$3,722.40, plus HST   |
| <b>h) Monthly Basic Rent</b>      | \$ 310.20, plus HST  |
| <b>i) Security Deposit</b>        | None   |



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

---

- 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** \$ 620.40, 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, save and except rent, 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. The term recommended represents the renewal term
- p) Guarantor** None
- q) Special Provisions:** Tenant shall comply with the most up-to-date regulations in place under the *Emergency Management and Civil Protection Act*, as amended from time to time, regardless of the frequency of such amendments. Tenant shall also comply with any guidelines and best practices issued by the Province of Ontario or any other governing body in relation to limiting the spread of COVID-19

Tenant acknowledges and assumes responsibility for complying with the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, S.O. 2020, c. 17*, as may be amended from time to time, and all



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

regulations, rules, and orders issued thereunder, including, without limitation, any masking requirements, physical distancing requirements, capacity limits, and proof of vaccination requirements (the “**COVID Rules**”). Tenant further agrees to indemnify and hold harmless The Corporation of the City of Windsor from any and all liability, fines, loss, claims, demands, costs and expenses arising in any way from any failure to comply with the COVID Rules

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

II. That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a Lease Renewal 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 121/2022  
Clerk’s File: APM/14017

*Anna Ciacelli*

Deputy City Clerk/Supervisor of Council Services  
May 19, 2022

Department Distribution

Lease Administrator
Manager of Real Estate Services



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

---

Commissioner, Legal & Legislative Services
Executive Director of Recreation & Culture
Commissioner, Community Services
(Acting) Commissioner, Corporate Services / Chief Financial Officer / City Treasurer
(Acting) Chief Administrative Officer

External Distribution