



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 200/2020**

**Approved: September 1, 2020**

I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Sharon Sleiman for 3277 Sandwich Street, Units #8 & #11, which are part of Mackenzie Hall Cultural Centre, in accordance with the following terms:

#### **BASIC TERMS:**

- |                                   |   |
|-----------------------------------|---|
| a) <b>Tenant</b>                  | Sharon Sleiman  |
| b) <b>Commencement Date</b>       | September 1, 2020   |
| c) <b>Term</b>                    | Six (6) Months  |
| d) <b>Termination Date</b>        | February 28, 2021   |
| e) <b>Leased Premises</b>         | 3277 Sandwich Street, Units #8 & 11<br>Windsor, Ontario N9C 1A9                                       |
| f) <b>Area of Leased Premises</b> | Usable Space: 306.03 sq ft<br>Common Space: 107.45 sq ft<br><b>Total Rentable Space: 413.48 sq ft</b> |
| g) <b>Annual Gross Rent</b>       | \$4,469.72, plus HST  |
| h) <b>Monthly Gross Rent</b>      | \$372.48, plus HST  |
| i) <b>Security Deposit</b>        | None  |
| j) <b>Land Taxes</b>              | Included in gross rent  |



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- k) Utilities** Included in gross rent (hydro, gas and water)
- l) Permitted Use** Office Space / Social Work
- 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  
Additional insured and 30 days' notice of cancellation
- n) Overholding Rental** \$744.95, per month, plus HST
- o) Renewal** One option to renew for a further Six (6) month 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
- 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. The 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,

- 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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Report Number: CAO 200/2020  
Clerk's File: SR/13667

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services  
September 2, 2020

### Department Distribution

Lease Administrator (A)
Manager of Real Estate Services
City Solicitor and Corporate Leader, Economic Development and Public Safety
Executive Director, Recreation & Culture
Financial Planning Administrator
On behalf of Chief Financial Officer / City Treasurer and Corporate Leader Finance and Technology
Chief Administrative Officer

### External Distribution