



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 289/2020

Approved: January 15, 2021

- I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Paul Adams for 3277 Sandwich Street, Unit #12, which is part of Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|----------------------------|--|
| a) Tenant | Paul Adams |
| b) Commencement Date | January 1, 2021 |
| c) Term | Six (6) Months |
| d) Termination Date | June 30, 2021 |
| e) Leased Premises | 3277 Sandwich Street, Unit #12
Windsor, Ontario N9C 1A9 |
| f) Area of Leased Premises | Usable Space: 249.00 sq ft
Common Space: 87.42 sq ft
Total Rentable Space: 336.42 sq ft |
| g) Annual Gross Rent | \$3,636.70, plus HST |
| h) Monthly Gross Rent | \$ 303.06, 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 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** \$606.12, 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 his 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 COVID-19 pandemic presents health risks to the Tenant, the Tenant may terminate the lease prior to the Termination Date herein, provided the Tenant gives the Landlord thirty (30) days written notice of his 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 289/2020
Clerk's File: APM/14017

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services
January 18, 2021

Department Distribution

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

External Distribution