



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
WINDSOR, ONTARIO
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WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 57/2022

Approved: March 8, 2022

- I. THAT **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Big Brothers Big Sisters Windsor Essex for the lease of 3277 Sandwich Street, Room #30 (Snyder Room and Sunroom) and Studio 2, which are part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

a) Tenant	Big Brothers Big Sisters Windsor Essex		
b) Commencement Date	May 1, 2022		
c) Termination Date	April 30, 2023		
d) Leased Premises	3277 Sandwich Street, Room #30 (Snyder Room and Sunroom) and Studio 2 Windsor, Ontario N9C 1A9		
e) Area of Leased Premises	Room #30	Usable Space:	1,001 sq ft
		Common Space:	351.45 sq ft
	Studio 2	Usable Space	672 sq ft
		Common Space:	235.94 sq ft
	Total Space:	2,260.39 sq ft	
f) Annual Basic Rent	\$25,497.20 per year (plus HST)		
g) Monthly Basic Rent	\$ 2,124.77 per month (plus HST)		



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- h) Security Deposit** None
- i) Land Taxes** Included in gross rent
- j) Utilities** Included in gross rent
- k) Permitted Use** Office / Meeting Space / File Storage Space
- l) Insurance** General Liability Insurance
Minimum Limit \$2,000,000
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
- m)Overholding Rental** \$ 4,249.53, per month, plus HST
- n) Renewal** One (1) year option to renew upon mutual consent and on the same terms and conditions, save and except rent
- o) Guarantor** None
- p) 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



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amended from time to time, and all 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

- 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 the Executive Director of Recreation and Culture, and in financial content to the City Treasurer.

Report Number: CAO 57/2022
Clerk’s File: APM/14321

Anna Ciacelli

Deputy City Clerk/Supervisor of Council Services
March 10, 2022

Department Distribution

Lease Administrator
Manager of Real Estate Services
Commissioner, Legal & Legislative Services
Executive Director of Recreation & Culture



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Commissioner, Community Services
Commissioner, Corporate Services / Chief Financial Officer / City Treasurer
Chief Administrative Officer

External Distribution