



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

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E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 85/2021

Approved: March 23, 2021

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

BASIC TERMS:

- | | | |
|----------------------------|--|---------------------|
| a) Tenant | Sharon Sleiman | |
| b) Commencement Date | March 1, 2021 | |
| c) Term | Six (6) Months | |
| d) Termination Date | August 31, 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 | \$3,670.34, plus HST | |
| h) Monthly Gross Rent | \$ 305.86, 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** \$611.72, 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 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 85/2021
Clerk's File: APM/14017

Steve Vlachodimos

Deputy City Clerk/Senior Manager of Council Services
March 24, 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 and Culture (A)
Financial Planning Administrator
Chief Financial Officer / City Treasurer and Corporate Leader, Finance and Technology
Chief Administrative Officer

External Distribution