



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

CITY HALL  
WINDSOR, ONTARIO  
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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 105/2026**  
**Approved: Thursday, May 21, 2026**

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, 2026   |               |              |
| c) Termination Date        | April 30, 2027  |               |              |
| d) Term                    | One (1) year  |               |              |
| e) Leased Premises         | 3277 Sandwich Street, Room #30 (Snyder Room and Sunroom) and Studio 2<br>Windsor, Ontario N9C 1A9 |               |              |
| f) 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    |



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Common Space: 235.94 sq ft

**Total Space: 2,260.39 sq ft**

- g) Annual Basic Rent** \$31,555.04, per year, plus HST
- h) Monthly Basic Rent** \$ 2,629.59, per month, plus HST
- i) Security Deposit** None
- j) Land Taxes** Included in gross rent
- k) Utilities** Included in gross rent
- l) Permitted Use** Office / Meeting Space / File Storage Space
- m) 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
- n) Renewal** Option to renew up to two (2) additional terms of one (1) year each, upon mutual consent, on the same terms and conditions, save and except rent
- o) Guarantor** None
- p) Special Provisions:** The parking lot located south of the Mackenzie Hall Cultural Centre is not owned by the City and, effective May 31, 2026, the City will no longer be leasing said parking lot. Tenant acknowledges that said parking will no longer be available after May 31, 2026 for use by the patrons and tenants of Mackenzie Hall



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In the event Tenant wishes to terminate the lease prior to the Termination Date herein, Tenant shall give Landlord thirty (30) days' written notice of his intention to terminate

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Agreement to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and the Executive Director of Parks, Recreation and Facilities, and in financial content to the City Treasurer.

Report Number: CAO 105/2026  
Clerk's File: APM/15082

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
May 21, 2026

### Department Distribution

Lease Administrator
Manager of Real Estate Services
City Solicitor
Acting Executive Director, Parks, Recreation & Facilities
Commissioner, Community Services
Manager, Strategic Capital Budget Development & Control
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer