

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Phone: (519)255-6211

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Acting Chief Administrative Officer approved the following recommendation:

Report Number: CAO 173/2026 AMENDMENT
AMENDMENT APPROVED: Thursday, September 3, 2026

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Sharon Sleiman for the lease of 3277 Sandwich Street, Units #8 and #12, which are part of Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

a) Tenant	Sharon Sleiman		
b) Tenant's Address	3277 Units Windsor, Ontario N9C 1A9	Sandwich #8 and #12	Street #12
c) Commencement Date	September 1, 2026		
d) Term	One (1) year		
e) Termination Date	August 31, 2027		
f) Leased Premises	3277 Sandwich Street, Units #8 and #12 Windsor, Ontario N9C 1A9		
g) Area of Leased Premises	Unit	8:	
	Useable Space:	62.03	square feet
	Common Space:	21.78	square feet
	Unit	12:	
	Useable Space:	249.00	square feet
	Common Space:	87.42	square feet
Total Rentable Space:		420.23	square feet

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|--------------------------------|---|-------------|-----------|-----------|---------|-------|-------------|----------|-----------------|-----------|---------|-------|-----------|
| h) Annual Basic Rental | \$5,866.41, plus HST | | | | | | | | | | | | |
| i) Monthly Basic Rental | \$488.87, plus HST | | | | | | | | | | | | |
| j) Security Deposit | None | | | | | | | | | | | | |
| k) Land Taxes | Included in gross rent | | | | | | | | | | | | |
| l) Utilities | Included in gross rent | | | | | | | | | | | | |
| m) Permitted Use | Office Space / Social Work | | | | | | | | | | | | |
| n) Insurance | <table border="0"> <tr> <td>General</td> <td>Liability</td> <td>Insurance</td> </tr> <tr> <td>Minimum</td> <td>Limit</td> <td>\$2,000,000</td> </tr> <tr> <td>Tenant's</td> <td>Legal Liability</td> <td>Insurance</td> </tr> <tr> <td>Minimum</td> <td>Limit</td> <td>\$300,000</td> </tr> </table> <p>The Corporation of the City of Windsor to be listed as an additional insured, include cross liability and 30 days' notice of cancellation</p> | General | Liability | Insurance | Minimum | Limit | \$2,000,000 | Tenant's | Legal Liability | Insurance | Minimum | Limit | \$300,000 |
| General | Liability | Insurance | | | | | | | | | | | |
| Minimum | Limit | \$2,000,000 | | | | | | | | | | | |
| Tenant's | Legal Liability | Insurance | | | | | | | | | | | |
| Minimum | Limit | \$300,000 | | | | | | | | | | | |
| o) Renewal | <p>One option to renew for a further one (1) year term, on the same terms and conditions contained herein, save and except rent, and 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. The term recommended herein represents the renewal period</p> | | | | | | | | | | | | |
| p) Guarantor | None | | | | | | | | | | | | |
| q) Special Provisions | <p>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 is not available for use by the patrons and tenants of Mackenzie Hall</p> | | | | | | | | | | | | |

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In the event Tenant wishes to terminate the lease prior to the Termination Date herein, Tenant shall give the Landlord sixty (60) days' written notice of her intention to terminate

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Renewal 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 173/2026

Approved: Tuesday, August 18, 2026

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Sharon Sleiman for the lease of 3277 Sandwich Street, Units #8 and #12, which are part of Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

r) Tenant	Sharon Sleiman
s) Tenant's Address	3277 Sandwich Street Room #40 & Terrace Room Windsor, Ontario N9C 1A9
t) Commencement Date	September 1, 2026
u) Term	One (1) year
v) Termination Date	August 31, 2027
w) Leased Premises	3277 Sandwich Street, Units #8 and #12 Windsor, Ontario N9C 1A9
x) Area of Leased Premises	Unit 8: Useable Space: 62.03 square feet Common Space: 21.78 square feet

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Unit 12:
Useable Space: 249.00 square feet
Common Space: 87.42 square feet
Total Rentable Space: 420.23 square feet

- y) Annual Basic Rental** \$5,866.41, plus HST
- z) Monthly Basic Rental** \$488.87, plus HST
- aa) Security Deposit** None
- bb) Land Taxes** Included in gross rent
- cc) Utilities** Included in gross rent
- dd) Permitted Use** Office Space / Social Work
- ee) 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
- ff) Renewal**
- One option to renew for a further one (1) year term, on the same terms and conditions contained herein, save and except rent, and 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. The term recommended herein represents the renewal period
- gg) Guarantor** None
- hh) Special Provisions**
- Mackenzie by the City, The parking lot located south of the Hall Cultural Centre is not owned nor does it form part of the



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Leased Premises or
tenant
parking lot is not
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Mackenzie Hall lands. The
acknowledges that said
available for use by the
Mackenzie Hall

In the event Tenant wishes to terminate the
lease prior to the Termination Date herein,
Tenant shall give the Landlord sixty (60) days'
written notice of her intention to terminate

Report Number: CAO 173/2026
Clerk's File: APM/15082

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
September 4, 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