

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

**Phone: (519)255-6211**

**Fax: (519)255-6868**

**E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)**

**WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)**

## **CAO APPROVAL**

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 177/2025**

**Approved: Wednesday, September 3, 2025**

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

### **BASIC TERMS:**

- |                                   |  |                     |
|-----------------------------------|--|---------------------|
| <b>a) Tenant</b>                  | Sharon Sleiman   |                     |
| <b>b) Commencement Date</b>       | September 1, 2025  |                     |
| <b>c) Term</b>                    | One (1) Year   |                     |
| <b>d) Termination Date</b>        | August 31, 2026  |                     |
| <b>e) Leased Premises</b>         | 3277 Sandwich Street, Units #8 and #12<br>Windsor, Ontario N9C 1A9 |                     |
| <b>f) Area of Leased Premises</b> | Unit 8:  |                     |
|                                   | Usable Space:  | 62.03 sq ft         |
|                                   | Common Space:  | 21.78 sq ft         |
|                                   | Unit 12:   |                     |
|                                   | Usable Space:  | 249.00 sq ft        |
|                                   | Common Space:  | 87.42 sq ft         |
|                                   | <b>Total Rentable Space:</b>                                       | <b>420.23 sq ft</b> |

Phone: (519)255-6211

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

---

- |                               |  |
|-------------------------------|--|
| <b>g) Annual Gross Rent</b>   | \$5,387.35, plus HST   |
| <b>h) Monthly Gross Rent</b>  | \$ 448.95, plus HST  |
| <b>i) Security Deposit</b>    | None   |
| <b>j) Land Taxes</b>          | Included in gross rent   |
| <b>k) Utilities</b>           | Included in gross rent (hydro, gas and water)  |
| <b>l) Permitted Use</b>       | Office Space / Social Work   |
| <b>m) Insurance</b>           | General Liability Insurance<br>Minimum Limit \$2,000,000.00<br>Tenant's Legal Liability Insurance<br>Minimum Limit \$300,000.00<br>The Corporation of the City of Windsor to be listed as<br>an additional insured, include cross liability and 30<br>days' notice of cancellation                                   |
| <b>n) Renewal</b>             | One option to renew for a further one (1) year term,<br>on the same terms and conditions contained herein,<br>save and except rent, and provided that Tenant gives<br>written notice of her intent to exercise said renewal<br>option no later than thirty (30) days prior to the<br>expiration of the term.         |
| <b>o) Guarantor</b>           | None   |
| <b>p) Special Provisions:</b> | The parking lot located south of the Mackenzie Hall<br>Cultural Centre is not owned by the City, nor does it<br>form part of the Leased Premises or Mackenzie Hall<br>lands. Tenant acknowledges that said parking lot<br>may not be available for use by the patrons and<br>tenants of Mackenzie Hall in the future |

In the event Tenant wishes to terminate the lease  
prior to the Termination Date herein, Tenant shall

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

**Phone: (519)255-6211**

**Fax: (519)255-6868**

**E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)**

**WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)**

give Landlord sixty (60) days' written notice of her intention to terminate; and,

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 Executive Director of Parks, Recreation and Facilities, and in financial content to the City Treasurer.

Report Number: CAO 177/2025  
Clerk's File: APM/14907

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council services  
September 4, 2025

Department Distribution

Lease Administrator (Acting)
Manager of Real Estate Services
City Solicitor
Commissioner, Corporate Services
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

External Distribution