



OFFICE OF THE CITY CLERK COUNCIL SERVICES

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 2/2026

Approved: Wednesday, January 14, 2026

I. THAT APPROVAL BE GIVEN for a lease agreement between The Corporation of the City of Windsor and Sunshine Forcier for the lease of 3277 Sandwich Street, Unit #9, which is part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

a) Tenant	Sunshine Forcier
b) Commencement Date	January 1, 2026
c) Term	One (1) Year
d) Termination Date	December 31, 2026
e) Leased Premises	3277 Sandwich Street, Unit #9 Windsor, Ontario N9C 1A9
f) Area of Leased Premises	Usable Space: 186 sq ft Common Space: 65 sq ft Total Space: 251 sq ft
g) Annual Basic Rent	\$3,217.82 per year, plus HST
h) Monthly Basic Rent	\$ 268.15 per month, plus HST
i) Security Deposit	None



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j) Land Taxes	Included in gross rent
k) Utilities	Included in gross rent
l) Permitted Use	Office / Meeting Space
m) Insurance	General Liability Insurance Minimum Limit \$5,000,000 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	One option to renew for a further one (1) year term, on the same terms and conditions contained herein, save and except rent, provided that Tenant gives written notice of their intent to exercise said renewal option no later than thirty (30) days prior to the expiration of the term.
o) Guarantor	None
p) 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. 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 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



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

Report Number: CAO 2/2026
Clerk's File: APM/15082

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
January 15, 2026

Department Distribution

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