

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

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

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

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## **CAO APPROVAL**

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 254/2025**

**Approved: Friday, December 5, 2025, 2025**

I. THAT **APPROVAL BE GIVEN** for a LEASE AGREEMENT between The Corporation of the City of Windsor and Samantha Rae Buhler o/a The Hub operated by Samantha Buhler for the concession located in Charles Clark Square, 215 Chatham Street East, Windsor, in accordance with the following terms:

### **BASIC TERMS:**

- |                                   |   |
|-----------------------------------|---|
| <b>a) Tenant</b>                  | Samantha Rae Buhler o/a The Hub operated by Samantha Buhler                             |
| <b>b) Commencement Date</b>       | December 1, 2025  |
| <b>c) Termination Date</b>        | November 30, 2026   |
| <b>d) Term</b>                    | One (1) year  |
| <b>e) Leased Premises</b>         | Concession, Charles Clark Square<br>215 Chatham Street East<br>Windsor, Ontario N9A 2W3 |
| <b>f) Area of Leased Premises</b> | Approximately 1,050 square feet   |
| <b>g) Annual Basic Rent</b>       | \$4,779.56, plus HST  |
| <b>h) Monthly Basic Rent</b>      | \$398.30, plus HST  |
| <b>i) Security Deposit</b>        | None  |

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- |                               |   |
|-------------------------------|---|
| <b>j) Land Taxes</b>          | Payable by Tenant   |
| <b>k) Utilities</b>           | Included in Rent  |
| <b>l) Permitted Use</b>       | Concession / Take Out Restaurant  |
| <b>m) Insurance</b>           | General Liability Insurance<br>Minimum Limit \$2,000,000.00<br>Tenant's Legal Liability Insurance<br>Minimum Limit \$400,000.00<br>The Corporation of the City of Windsor to be listed as<br>additional insured and 30 days' notice of cancellation |
| <b>n) Renewal</b>             | One (1) year option to renew, upon mutual consent,<br>and on the same terms and conditions, save and<br>except rent.  |
| <b>o) Guarantor</b>           | None  |
| <b>p) Special Provisions:</b> | Tenant is responsible for cleaning the Leased<br>Premises at its own cost   |

Landlord is responsible for snow removal and salting at the Leased Premises

In the event Administration identifies a City use for the Leased Premises and the Leased Premises are no longer available, the lease will be terminated upon ninety (90) days' written notice to the Tenant



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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

Report Number: CAO 254/2025

Clerk's File: APM/14904

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
December 9, 2025

### 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