

**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 Chief Administrative Officer approved the following recommendation:

Report Number: CAO 256/2025

Approved: Friday, December 5, 2025

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Jason McKinlay for 3277 Sandwich Street, Unit #11, which is part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|--|
| a) Tenants | Jason McKinlay |
| b) Tenant's Address | 3277 Sandwich Street, Unit #11
Windsor, Ontario N9C 1A9 |
| c) Commencement Date | December 1, 2025 |
| d) Termination Date | November 30, 2026 |
| e) Leased Premises | 3277 Sandwich Street, Unit #11
Windsor, Ontario N9C 1A9 |
| f) Area of Leased Premises | Usable Space: 244 sq ft
Common Space: 86 sq ft
Total Space: 330 sq ft |
| g) Annual Basic Rent | \$4,230.60, plus HST |
| h) Monthly Basic Rent | \$ 352.55, 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 Space/ Social Work |
| 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. The term recommended
represents the renewal period |
| o) Guarantor | None |
| p) 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. Tenant acknowledges that said parking lot
may not be available for use by the patrons and
tenants of Mackenzie Hall in the future</p> <p>In the event the parking options at Mackenzie Hall
change and the Tenant wishes to terminate the lease
prior to the Termination Date herein, the Tenant shall
give the Landlord thirty (30) days' written notice of
their intention to terminate the Lease; and,</p> |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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IV. 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 256/2025
Clerk's File: APM/14907

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