

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

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## CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 261/2025**

**Approved: Sunday, December 21, 2025**

I. THAT the lease agreement between The Corporation of the City of Windsor and Patrick Hansor for 3277 Sandwich Street, Unit #9, as approved under delegation of authority (CAO 44/2022), **BE AMENDED** effective December 1, 2025 as follows:

### DELETE:

- 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 Rentable Space: 251 sq ft**
- g) **Annual Gross Rent** \$3,142.52 per year, plus HST, increased annually commencing March 1, 2025, by the greater of 3% or the 2024 average annual increase in the Consumer Price Index ("**CPI**") as published by Statistics Canada
- h) **Monthly Gross Rent** \$261.88 per month, plus HST, increased annually commencing March 1, 2025, by the greater of 3% or 2024 CPI

### And INSERT:

- e) **Leased Premises** 3277 Sandwich Street, Unit #10  
Windsor, Ontario N9C 1A9
- f) **Area of Leased Premises** 405.33 square feet

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**g) Annual Gross Rent**            \$5,196.33, plus HST

**h) Monthly Gross Rent**        \$ 433.02, plus HST

With all other terms and conditions of the current agreement to remain the same and be in full force and effect; and,

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a Lease Amendment 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 261/2025  
Clerk's File: APM/14907

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Service  
December 22, 2025

Department Distribution

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