



OFFICE OF THE CITY CLERK COUNCIL SERVICES

CITY HALL
WINDSOR, ONTARIO
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 53/2026
Approved: Friday, March 13, 2026

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Patrick Hansor for the lease of 3277 Sandwich Street, Unit #10, which is part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|----------------------------|---|
| a) Tenant | Patrick Hansor |
| b) Commencement Date | March 1, 2026 |
| c) Termination Date | February 29, 2028 |
| d) Leased Premises | 3277 Sandwich Street, Unit #10
Windsor, Ontario N9C 1A9 |
| e) Area of Leased Premises | 405.33 sq ft |
| f) Annual Basic Rent | \$5,350.36 per year, plus HST, which will increase each renewal Term by the prior calendar year's average annual increase in the Consumer Price Index ("CPI") as published by Statistics Canada and the Annual Operating Cost Adjustment ("AOCA") determined by end of year financial review. |
| g) Monthly Basic Rent | \$ 445.86 per month, plus HST, which will increase each renewal Term by the prior |



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calendar year's average annual increase in the Consumer Price Index ("CPI") as published by Statistics Canada and the Annual Operating Cost Adjustment ("AOCA") determined by end of year financial review.

- h) Security Deposit** None
- i) Land Taxes** Included in gross rent
- j) Utilities** Included in gross rent
- k) Permitted Use** Office / Meeting Space
- l) Insurance**
 - General Liability Insurance
 - Minimum Limit \$2,000,000
 - 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
- m) Renewal**

Two (2) year option to renew upon mutual consent and on the same terms and conditions, save and except rent, which will increase each renewal Term by the prior calendar year's average annual increase in the Consumer Price Index ("CPI") as published by Statistics Canada and the Annual Operating Cost Adjustment ("AOCA") determined by end of year financial review. The term recommended herein represents the renewal period
- n) Guarantor** None
- o) Special Provisions:**

The parking lot located south of the Mackenzie Hall Cultural Centre is not owned by the City and, effective May 31, 2026, the City will no longer be leasing said parking lot. Tenant



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acknowledges that said parking will no longer be available for use by the patrons and tenants of Mackenzie Hall after May 31, 2026

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 Renewal Agreement, to be satisfactory in legal form to the City Solicitor or designate, in technical content to the Lease Administrator and the Executive Director of Parks, Recreation and Facilities, and in financial content to the City Treasurer or designate.

Report Number: CAO 53/2026

Clerk's File: APM/15082

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

March 16, 2026

Department Distribution

Acting Lease Administrator
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