



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 31/2024**  
**Approved: Tuesday, February 20, 2024**

I. That **APPROVAL BE GIVEN** for a lease agreement between The Corporation of the City of Windsor and Patrick Hansor 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                  | Patrick Hansor   |
| b) Commencement Date       | March 1, 2024  |
| c) Termination Date        | February 28, 2026  |
| d) Leased Premises         | 3277 Sandwich Street, Unit #9<br>Windsor, Ontario N9C 1A9  |
| e) Area of Leased Premises | Usable Space: 186 sq ft<br>Common Space: 65 sq ft<br>Total Space: 251 sq ft  |
| f) Annual Basic 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 |



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- g) Monthly Basic Rent** \$261.88 per month, plus HST, increased annually commencing March 1, 2025, by the greater of 3% or 2024 CPI
- 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 annually by the greater of 3% or CPI
- n) Guarantor** None
- o) 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



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

Report Number: CAO 31/2024  
Clerk's File: APM/14713

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
February 21, 2024

### Department Distribution

Lease Administrator
Manager of Real Estate Services
Acting City Solicitor
Acting Commissioner, Corporate Services
Executive Director, Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer

### External Distribution