



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 253/2024

Approved: Thursday, November 21, 2024

I. THAT **APPROVAL BE GIVEN** for a lease 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, 2024 |
| d) Termination Date | November 30, 2025 |
| 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 | \$4,131.60, plus HST |
| h) Monthly Basic Rent | \$ 344.30, 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 her intent to exercise said renewal option no later than thirty (30) days prior to the expiration of the term
- o) **Guarantor** None
- p) **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 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,

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



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

Report Number: CAO 253/2024

Clerk's File: APM/147133

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

November 22, 2024



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Department Distribution

Lease Administrator
Manager of Real Estate Services
City Solicitor
Acting Senior Executive Director, Corporate Services
Executive Director, Parks, Recreation & Facilities
Acting Senior Executive Director, Community Services
Commissioner, Community & Corporate Services
Manager, Strategic Operating Budget Development & Control
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer

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