

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

**Phone: (519)255-6211**

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## **CAO APPROVAL**

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 96/2025**

**Approved: Monday, May 12, 2025**

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Big Brothers Big Sisters Windsor Essex for the lease of 3277 Sandwich Street, Room #30 (Snyder Room and Sunroom) and Studio 2, which are part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

### **BASIC TERMS:**

- |                                   |   |               |              |
|-----------------------------------|---|---------------|--------------|
| <b>a) Tenant</b>                  | Big Brothers Big Sisters Windsor Essex  |               |              |
| <b>b) Commencement Date</b>       | May 1, 2025   |               |              |
| <b>c) Termination Date</b>        | April 30, 2026  |               |              |
| <b>d) Term</b>                    | One (1) year  |               |              |
| <b>e) Leased Premises</b>         | 3277 Sandwich Street, Room #30 (Snyder Room and Sunroom) and Studio 2<br>Windsor, Ontario N9C 1A9 |               |              |
| <b>f) Area of Leased Premises</b> | Room #30  | Usable Space: | 1,001 sq ft  |
|                                   |   | Common Space: | 351.45 sq ft |

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Studio 2      Usable Space      672 sq ft  
Common Space: 235.94 sq ft

**Total Space: 2,260.39 sq ft**

- g) Annual Basic Rent**      \$28,978.20, per year, plus HST
- h) Monthly Basic Rent**      \$ 2,414.85, per month, plus HST
- i) Security Deposit**      None
- j) Land Taxes**      Included in gross rent
- k) Utilities**      Included in gross rent
- l) Permitted Use**      Office / Meeting Space / File Storage Space
- m) 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
- n) Renewal**      One (1) year option to renew upon mutual consent and on the same terms and conditions, save and except rent. The term recommended herein represents the renewal period
- 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



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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use by the patrons and tenants of Mackenzie Hall in the future.

II. 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 96/2025  
Clerk's File: APM/14904

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
May 14, 2025

### Department Distribution

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