

Phone: (519)255-6211

CITY HALL  
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## CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 170/2025**

**Approved: Wednesday, August 20, 2025**

I. THAT **APPROVAL BE GIVEN** to enter into a lease agreement between The Corporation of the City of Windsor and Common Ground Art Gallery for the lease of 3277 Sandwich Street, Room #40 and the Terrace Room, which are part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

### BASIC TERMS:

- |                                   |   |
|-----------------------------------|---|
| <b>a) Tenant</b>                  | Common Ground Art Gallery   |
| <b>b) Tenant's Address</b>        | 3277 Sandwich Street, Room #40 & Terrace Room<br>Windsor, Ontario N9C 1A9   |
| <b>c) Commencement Date</b>       | August 1, 2025  |
| <b>d) Termination Date</b>        | July 31, 2026   |
| <b>e) Leased Premises</b>         | 3277 Sandwich Street, Room #40 & Terrace Room<br>Windsor, Ontario N9C 1A9   |
| <b>f) Area of Leased Premises</b> | Useable Space: 565.00 square feet<br>Common Space: 29.14 square feet<br><b>Total Rentable Space: 594.14 square feet</b> |
| <b>g) Annual Basic Rental</b>     | \$7,616.87, plus HST  |
| <b>h) Monthly Basic Rental</b>    | \$ 634.74, plus HST   |
| <b>i) Security Deposit</b>        | None  |

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|-------------------------------|--|
| <b>j) Land Taxes</b>          | Included in gross rent   |
| <b>k) Utilities</b>           | Included in gross rent   |
| <b>l) Permitted Use</b>       | Office / Meeting Space   |
| <b>m) Insurance</b>           | General Liability Insurance<br>Minimum Limit \$2,000,000<br>Tenant's Legal Liability Insurance<br>Minimum Limit \$300,000<br>The Corporation of the City of Windsor to be listed as<br>an additional insured, include cross liability and 30<br>days' notice of cancellation   |
| <b>n) Renewal</b>             | One (1) year option to renew, upon mutual consent<br>and on the same terms and conditions, save and<br>except rent.  |
| <b>o) Guarantor</b>           | None   |
| <b>p) Special Provisions:</b> | The parking lot located south of the Mackenzie Hall<br>Cultural Centre is not owned by the City, nor does it<br>form part of the Leased Premises or Mackenzie Hall<br>lands. Tenant acknowledges that said parking lot<br>may not be available for use by the patrons and<br>tenants of Mackenzie Hall in the future |

For use of any room within the Mackenzie Hall Cultural Centre by the Tenant other than the Leased Premises, the current fee schedule approved by City Council applies to the rental of each room. Tenant is responsible for confirming rates with staff when booking rentals

Tenant will be responsible for ensuring its proposed use of the Art Gallery is approved and booked through the Recreation Clerk on site. In the event the Art Gallery has been booked by a third party, the Tenant will be unable to use same

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Tenant will be responsible for completing its own events booking for the Leased Premises

Tenant shall ensure any special events are communicated to the Recreation Clerk on site in order to coordinate the logistics of having multiple events happening at the same time

Tenant will be responsible for securing their own furniture for events (ex. having their own tables and chairs)

Use of the kitchen for events will be subject to a charge of \$28.25/hour

Events happening outside of Mackenzie Hall operating hours will be an additional cost of \$28.25/hour, and if it is a holiday, the additional cost will be at time and a half (\$42.38/hour) to cover the staff costs

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 Parks, Recreation and Facilities, and in financial content to the City Treasurer.

Report Number: CAO 170/2025  
Clerk's File: APM/14907

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
August 21, 2025



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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### Department Distribution

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

### External Distribution