



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 199/2024

Approved: Wednesday, September 18, 2024

I. THAT **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Sharon Sleiman for 3277 Sandwich Street, Units #8 and #12, which are part of Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|----------------------|--|
| a) Tenant | Sharon Sleiman |
| b) Commencement Date | September 1, 2024 |
| c) Term | One (1) Year |
| d) Termination Date | August 31, 2025 |
| e) Leased Premises | 3277 Sandwich Street, Units #8 and #12
Windsor, Ontario N9C 1A9 |

Area of Leased Premises	Unit 8:	
	Usable Space:	62.03 sq ft
	Common Space:	21.78 sq ft
	Unit 12:	
	Usable Space:	249.00 sq ft
	Common Space:	87.42 sq ft
	Total Rentable Space:	420.23 sq ft

- | | |
|----------------------|----------------------|
| f) Annual Gross Rent | \$5,261.28, plus HST |
|----------------------|----------------------|



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- g) Monthly Gross Rent** \$ 438.44, plus HST
- h) Security Deposit** None
- i) Land Taxes** Included in gross rent
- j) Utilities** Included in gross rent (hydro, gas and water)
- k) Permitted Use** Office Space / Social Work
- l) Insurance** General Liability Insurance
Minimum Limit \$2,000,000.00
Tenant's Legal Liability Insurance
Minimum Limit \$300,000.00
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** One option to renew for a further one (1) year term,
on the same terms and conditions contained herein,
save and except rent, and 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. The term recommended
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, 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 sixty (60) days' written notice of her intention to terminate; and,



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

Report Number: CAO 199/2024

Clerk's File: APM/14713

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services

September 19, 2024

Department Distribution

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

External Distribution