

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

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

**Fax: (519)255-6868**

**E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)**

**WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)**

## **CAO APPROVAL**

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 163/2023**

**Approved: Wednesday, June 07, 2023**

I. THAT **APPROVAL BE GIVEN** to a lease agreement between The Corporation of the City of Windsor and Sunshine Forcier for 3277 Sandwich Street, Unit #11, which is part of the Mackenzie Hall Cultural Centre, in accordance with the following terms:

### **BASIC TERMS:**

<b>a) Tenants</b>	Sunshine Forcier
<b>b) Tenant's Address</b>	3277 Sandwich Street, Unit #11 Windsor, Ontario N9C 1A9
<b>c) Commencement Date</b>	June 1, 2023
<b>d) Termination Date</b>	May 31, 2024
<b>e) Leased Premises</b>	3277 Sandwich Street, Unit #11 Windsor, Ontario N9C 1A9
<b>f) Area of Leased Premises</b>	Usable Space: 244 sq ft Common Space: 86 sq ft <b>Total Space: 330 sq ft</b>
<b>g) Annual Basic Rent</b>	\$3,976.50, plus HST
<b>h) Monthly Basic Rent</b>	\$ 331.38, plus HST
<b>i) Security Deposit</b>	None
<b>j) Land Taxes</b>	Included in gross rent

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

---

- |                               |  |
|-------------------------------|--|
| <b>k) Utilities</b>           | Included in gross rent   |
| <b>l) Permitted Use</b>       | Office Space/ Social Work  |
| <b>m) Insurance</b>           | General Liability Insurance<br>Minimum Limit \$5,000,000<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) Overholding Rental</b>  | \$ 662.76 per month, plus HST  |
| <b>o) Renewal</b>             | One option to renew for a further one (1) year term,<br>on the same terms and conditions contained herein,<br>provided that Tenant gives written notice of her intent<br>to exercise said renewal option no later than thirty<br>(30) days prior to the expiration of the term   |
| <b>p) Guarantor</b>           | None   |
| <b>q) Special Provisions:</b> | <p>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</p> <p>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</p> |

II. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a Lease Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

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

Report Number: CAO 163/2023

Clerk's File: APM/14483

*Anna Ciacelli*

Deputy City Clerk

June 12, 2023

### Department Distribution

Title
Manager of Real Estate Services
Commissioner, Legal & Legislative Services
Executive Director Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Corporate Services CFO / City Treasurer
Chief Administrative Officer