



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CITY HALL
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WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 261/2024

Approved: Wednesday, December 18, 2024

I. That **APPROVAL BE GIVEN** for a lease renewal agreement between The Corporation of the City of Windsor and Dr. Darlene Maxey (PhD) for the lease of 3277 Sandwich Street, Room #10 at the Mackenzie Hall Cultural Centre, in accordance with the following terms:

BASIC TERMS:

- | | |
|-----------------------------------|--|
| a) Tenant | Dr. Darlene Maxey |
| b) Commencement Date | December 1, 2024 |
| c) Term | One (1) Year |
| d) Termination Date | November 30, 2025 |
| e) Leased Premises | 3277 Sandwich Street, Room #10
Windsor, Ontario N9C 1A9 |
| f) Area of Leased Premises | 405.33 square feet |
| g) Annual Gross Rent | \$5,074.73, plus HST |
| h) Monthly Gross Rent | \$422.89, plus HST |
| i) Security Deposit | None |



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- j) **Land Taxes** Included in gross rent
- k) **Utilities** Included in gross rent (hydro, gas and water)
- l) **Permitted Use** Office / Meeting Space
- m) **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
- n) **Renewal** One (1) year option to renew, upon mutual consent, 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 use by the patrons and tenants of Mackenzie Hall in the future; and,

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

Report Number: CAO 261/2024
Clerk's File: APM/14713

Anna Ciacelli



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Deputy City Clerk
December 19, 2024

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, Corporate and Community Services
Manager, Strategic Operating Budget Development & Control
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer