



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 94/2024
Approved: Friday, May 10, 2024

I. THAT **APPROVAL BE GIVEN** for a lease 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:

| | | | |
|----------------------------|---|-----------------------|--------------|
| a) Tenant | Big Brothers Big Sisters Windsor Essex | | |
| b) Commencement Date | May 1, 2024 | | |
| c) Termination Date | April 30, 2025 | | |
| d) Term | One (1) year | | |
| e) Leased Premises | 3277 Sandwich Street, Room #30 (Snyder Room and Sunroom) and Studio 2 Windsor, Ontario N9C 1A9 | | |
| f) Area of Leased Premises | Room #30 | Usable Space: | 1,001 sq ft |
| | | Common Space: | 351.45 sq ft |
| | Studio 2 | Usable Space | 672 sq ft |
| | | Common Space: | 235.94 sq ft |
| | Total Space: | 2,260.39 sq ft | |



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- g) **Annual Basic Rent** \$28,300.08, per year, plus HST
- h) **Monthly Basic Rent** \$ 2,358.34, 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
- 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

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 Recreation and Culture, and in financial content to the City Treasurer.



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Clerk's File: APM/14713

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
May 13, 2024

Department Distribution

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

External Distribution