

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Phone: (519)255-6211

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Acting Chief Administrative Officer approved the following recommendation:

Report Number: CAO 169/2026

Approved: Monday, August 18, 2026

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

BASIC TERMS:

a) Tenant	Common Ground Art Gallery			
b) Tenant's Address	3277 Room #40 Windsor, Ontario	Sandwich & Terrace N9C 1A9	Street Room	
c) Commencement Date	August 1, 2026			
d) Termination Date	July 31, 2027			
e) Leased Premises	3277 Room #40 Windsor, Ontario	Sandwich & Terrace N9C 1A9	Street Room	
f) Area of Leased Premises	Useable Space:		565.00 square feet	
	Common Space:		29.14 square feet	
	Total Rentable Space:		594.14 square feet	
g) Annual Basic Rental	\$8,294.19, plus HST			
h) Monthly Basic Rental	\$691.19, plus HST			
i) Security Deposit	None			

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- j) **Land Taxes** Included in gross rent
- k) **Utilities** Included in gross rent
- l) **Permitted Use** Office / Meeting Space
- m) **Insurance**
- | General
Minimum
Tenant's
Minimum | Liability
Limit
Legal
Liability
Limit | Insurance
\$2,000,000
Insurance
\$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. 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. The tenant acknowledges that said parking lot is not available for use by the patrons and tenants of Mackenzie Hall
- 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 the City Council applies to the rental of each room. Tenant is responsible for confirming rates with staff when booking rentals

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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

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 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 Renewal 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 169/2026
Clerk's File: APM/15082

Anna Ciacelli



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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Deputy City Clerk / Supervisor of Council Services
August 20, 2026

Department Distribution

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