

CAO APPROVAL NOTICE

The Chief Administrative Officer approved the following recommendation:

CAO4928

APPROVED – February 15, 2019

THAT **APPROVAL BE GIVEN** to enter into a license agreement with L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent for the exclusive use of Room A at the Constable John Atkinson Memorial Community Centre located at 4270 Alice Street, Windsor, in accordance with the following terms:

BASIC TERMS:

- | | |
|---------------------------|----------------------------------------------------------------------------------------|
| a) Licensee | L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent |
| b) Licensee's Address | 4270 Alice Street, Room A, Windsor, Ontario N8Y 2B8
Attention: Estelle Vaillancourt |
| c) Commencement Date | March 1, 2019 |
| d) Term | One (1) year |
| e) Termination Date | February 29, 2020 |
| f) Licensed Space | 4270 Alice Street, Windsor, Ontario N8Y 2B8
Room A |
| g) Area of Licensed Space | 500 square feet (approximately) |
| h) Annual License Fee | \$4,605.00, plus HST |
| i) Monthly License Fee | \$ 383.75, plus HST |
| j) Security Deposit | None |
| k) Land Taxes | Included in license fee |
| l) Utilities | Included in license fee |
| m) Permitted Use | Office / Workshop / Meeting Space |
| n) Insurance | General Liability Insurance |

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The Chief Administrative Officer approved the following recommendation:

Minimum Limit \$2,000,000.00

Licensee's Legal Liability Insurance

Minimum Limit \$300,000.00

The Corporation of the City of Windsor to be listed as additional insured, include cross liability and 30 days' notice of cancellation

- o) Renewal** The current license agreement provides for a one (1) year option to renew upon mutual consent and on the same terms and conditions, save and except the license fee. The term being recommended herein represents the renewal period
- p) Guarantor** None
- q) Special Provisions:** None

AND THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a License Agreement, to be satisfactory in form and content to the City Solicitor, in content to the Executive Director of Recreation & Culture, and in financial content to the City Treasurer.

APR/12475

APPENDICES

Appendix A – By-law 208-2008, section 1.30, as amended

Appendix B – Location of Licensed Space

Internal Distribution

Lease Administrator

Manager of Real Estate Services

City Solicitor

City Treasurer

Executive Director Recreation & Culture

Chief Administrative Officer

External Distribution