

**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 Chief Administrative Officer approved the following recommendation:

Report Number: CAO 30/2025

Approved: Monday, March 10, 2025

I. THAT **APPROVAL BE GIVEN** to enter into a license renewal agreement between The Corporation of the City of Windsor and 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
Attention: Estelle Vaillancourt |
| b) Commencement Date | March 1, 2025 |
| c) Term | One (1) year |
| d) Termination Date | February 28, 2026 |
| e) Licensed Space | 4270 Alice Street, Windsor, Ontario N8Y 2B8
Room A |
| f) Area of Licensed Space | 500 square feet (approximately) |
| g) Annual License Fee | \$5,565.00, plus HST |
| h) Monthly License Fee | \$463.75, plus HST |
| i) Security Deposit | None |

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- | | |
|------------------------|---|
| j) Land Taxes | Not applicable |
| k) Utilities | Included in license fee |
| l) Permitted Use | Office / Workshop / 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
additional insured, include cross liability and 30 days'
notice of cancellation |
| n) Renewal | 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 recommended
herein represents the renewal period |
| o) Guarantor | None |
| p) Special Provisions: | None |

and,

II. **THAT** the Chief Administrative Officer and City Clerk **EXECUTE** a License Renewal Agreement, to be satisfactory in form to the City Solicitor, in content to the Lease Administrator and Executive Director, Parks, Recreation & Facilities, and in financial content to the City Treasurer.

Report Number: CAO 30/2025
Clerk's File: APM/14908

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
March 11, 2025



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

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On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer