

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

**Phone: (519)255-6211**

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## **CAO APPROVAL**

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 249/2025**

**Approved: Thursday, November 27, 2025**

I. THAT **APPROVAL BE GIVEN** to a license agreement between The Corporation of the City of Windsor and The Windsor Police Service Board and The Canada Border Services Agency as Represented by Director General – Canada Border Services College Directorate at the Major F.A. Tilston, V.C. Armory and Police Training Centre, 4007 Sandwich Street, Windsor in accordance with the following terms:

### **BASIC TERMS:**

- |                                     |   |
|-------------------------------------|---|
| <b>a) Licensee</b>                  | The Canada Border Services Agency as Represented by Director General – Canada Border Services College Directorate (hereinafter “ <b>CBSA</b> ”) |
| <b>b) Commencement Date</b>         | December 1, 2025  |
| <b>c) Term</b>                      | Five (5) years  |
| <b>d) Termination Date</b>          | November 30, 2030   |
| <b>e) Licensed Premises</b>         | Major F.A. Tilston, V.C. Armory and Police Training Centre, 4007 Sandwich Street, Windsor   |
| <b>f) Area of Licensed Premises</b> | 578 square feet (Licensed area) approximately   |

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**g) License Fee**

Payable to Windsor Police Service (**WPS**):

For use of the Indoor/Outdoor Firearms Ranges, when available, at a rate of \$500 per four (4) hour period, or any part thereof

For use of the Outdoor Firearms Range, when available, at a rate of \$500 per eight (8) hour period, or any part thereof, for Scenario Based Training only – no live rounds will be discharged down range

For use of the Close Quarter Battle area or Drill Hall, when available, at a rate of \$250 per four (4) hour period, or any part thereof

For use of classrooms, when available during the daily operating hours of Monday to Friday between 7:00 am and 5:00 pm ("**Daily Operating Hours**"), at a rate of \$150 per eight (8) hour period, or any part thereof

CBSA use of the Windsor Police Service Training Centre ("**WPTC**") will be contracted in eight (8) hour increments during Daily Operating Hours. Any use of WPTC outside Daily Operating Hours will incur minimum billing of eight (8) hours. In all cases, when the WPTC is required by CBSA outside of Daily Operating Hours, CBSA will be required to contract a minimum of one (1) WPS Training Officer to remain at the WPTC to open, close and provide security for the WPTC

All salaries and overtime incurred by the WPS Training Officer that is outside the Daily Operating Hours will be the responsibility of, and paid by, CBSA. The rate of pay will be determined by the WPS Collective Agreement

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WPS will provide a detailed billing of use by CBSA and invoice CBSA within thirty (30) days of use. CBSA will remit payment to WPS within thirty (30) days of receipt of the invoice, which payment will be non-interest bearing

- h) Security Deposit**
- i) Land Taxes**

None  
Not applicable

- j) Utilities**

Included in license fee

- k) Permitted Use**

Training of CBSA employees using Indoor and Outdoor Firearm Ranges, Close Quarter Battle area, Classrooms and related learning facilities

- l) Insurance**

General Liability Insurance  
Minimum Limit \$5,000,000  
The Corporation of the City of Windsor to be listed as additional insured

In the event that CBSA is self-insured, it covenants and agrees to provide a letter confirming that it is self-insured in the amount of at least Five Million Dollars (\$5,000,000) per occurrence and that it will provide at least 30 days' notice should the foregoing change

- m) Special Provisions:**

Terms and conditions of the license agreement shall be in accordance with the Memorandum of Understanding attached as Appendix A; and,



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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

Report Number: CAO 249/2025  
Clerk's File: APM/14908

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
November 28, 2025

### Department Distribution

Manager of Real Estate Services
City Solicitor
Commissioner, Corporate Services
Executive Director, Parks, Recreation & Facilities (A)
Commissioner, Community Services
Manager, Strategic Operating Budget Development and Control
On behalf of Commissioner, Finance & City Treasurer
Chief Administrative Officer