



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

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 80/2026

Approved: Friday, April 17, 2026

I. THAT **APPROVAL BE GIVEN** to enter into a license 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 Rooms B & C 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: Noella Frappier |
| b) Commencement Date | March 1, 2026 |
| c) Term | One (1) year |
| d) Termination Date | February 28, 2027 |
| e) Licensed Space | 4270 Alice Street, Windsor, Ontario N8Y 2B8
Rooms B & C |
| f) Area of Licensed Space | 932 square feet (approximately) |
| g) Annual License Fee | \$ 10,587.52, plus HST |
| h) Monthly License Fee | \$ 882.30, plus HST |



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

- i) **Security Deposit** None
- 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** Option to renew up to three (3) additional terms of
one (1) year each, under the same terms and
conditions, save and except the license fee, which
will increase each renewal term by 2%, or the prior
calendar year's average annual increase in the
Consumer Price Index ("CPI") as published by
Statistics Canada, whichever is higher. The renewal
shall be automatically exercised without further
notice or Council approval, unless the Licensee
provides at least ninety (90) days' written notice to
the Licensor that it does not intend to renew the
license for an additional year
- o) **Guarantor** None
- p) **Special Provisions:** None

II. AND THAT the Chief Administrative Officer and City Clerk **EXECUTE** a License Agreement and any renewal agreements and or ancillary documentation in relation to automatic renewals, 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.



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
N9A 6S1

Fax: (519)255-6868

E-mail: clerks@citywindsor.ca

WEBSITE: www.citywindsor.ca

Report Number: CAO 80/2026
Clerk's File: APM/15083

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
April 17, 2026

Department Distribution

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