



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 81/2026

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 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, 2026 |
| c) Term | One (1) year |
| d) Termination Date | February 28, 2027 |
| 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 | \$5,680.00, plus HST |
| h) Monthly License Fee | \$473.33, 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** 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.



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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