



OFFICE OF THE CITY CLERK COUNCIL SERVICES

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CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAOP 37/2026
Approved: Tuesday, March 31, 2026

THAT the CAO **APPROVE** the award of RFP 137-25, for the provision of Transcriptionist Services for the period of 1 year with an option to extend to an additional four (4), one (1) year terms, by mutual agreement; and,

THAT the CAO and City Clerk **EXECUTE** an agreement and any related documents between The Corporation of the City of Windsor and Diane Brideau o/a Transcribed with Care satisfactory in form and technical content to the City Solicitor and in financial content to the City Treasurer.

Report Number: CAOP 37/2026
Clerk's File: APR/15139

Anna Ciacelli

Deputy City Clerk / Supervisor of Council Services
April 2, 2026

Department Distribution

Manager of Provincial Offences
Purchasing Manager
City Solicitor
Commissioner of Corporate Services
Manager, Strategic Operating Budget Development and Control
On behalf of Commissioner of Finance and



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City Treasurer

Chief Administrative Officer
