



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAO 26/2024**  
**Approved: Friday, March 8, 2024**

I. THAT **APPROVAL BE GIVEN** to 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) <b>Licensee</b>               | L'Union Culturelle Des Franco-Ontariennes Windsor-Essex et Kent<br>Attention: Noella Frappier |
| b) <b>Commencement Date</b>      | March 1, 2024   |
| c) <b>Term</b>                   | One (1) year  |
| d) <b>Termination Date</b>       | February 28, 2025   |
| e) <b>Licensed Space</b>         | 4270 Alice Street, Windsor, Ontario N8Y 2B8<br>Rooms B & C                                    |
| f) <b>Area of Licensed Space</b> | 932 square feet (approximately)   |
| g) <b>Annual License Fee</b>     | \$10,130.84, plus HST   |
| h) <b>Monthly License Fee</b>    | \$ 844.24, plus HST   |
| i) <b>Security Deposit</b>       | 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<br>Minimum Limit \$2,000,000.00<br>Tenant's Legal Liability Insurance<br>Minimum Limit \$300,000.00<br>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  |
| o) Guarantor           | None  |
| p) Special Provisions: | None  |

and,

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

Report Number: CAO 26/2024

Clerk's File: APR/12475

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
March 11, 2024



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### Department Distribution

Lease Administrator
Manager of Real Estate Services
Acting City Solicitor
Acting Commissioner, Corporate Services
Executive Director, Recreation & Culture
Commissioner, Community Services
On behalf of Commissioner, Finance / City Treasurer
Chief Administrative Officer

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