



THE CORPORATION OF THE CITY OF WINDSOR

OFFICE OF THE CITY SOLICITOR

RISK MANAGEMENT DIVISION

NOTICE TO INSURANCE BROKER Encroachment – Homeowner Properties

Your client has an agreement with The Corporation of the City of Windsor where their property is encroaching on the municipal right-of-way.

As part of the agreement, your client is required to fully indemnify The Corporation of the City of Windsor, and to provide an insurance certificate satisfactory to the City's Risk Management Division. The Certificate must:

- be in the full legal name of the client
- name "The Corporation of the City of Windsor" as an additional insured
- show Liability Insurance in the amount of Two Million Dollars (\$2,000,000) per occurrence
- contain a 30-day cancellation notice requirement, to be mailed to:

The Corporation of the City of Windsor
Risk Management Division
400 City Hall Square East, Suite 403
Windsor, Ontario N9A 7K6

Any questions on the above can be directed to **DANA STRAUS, RISK ANALYST** at 519.255.6100 x. 1638 or dstraus@citywindsor.ca

Please note that your client cannot commence operations until the Certificate is received and approved.