



OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL
WINDSOR, ONTARIO
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WEBSITE: www.citywindsor.ca

CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

Report Number: CAO 46/2026
Approved: Wednesday, March 4, 2026

I. THAT **APPROVAL BE GIVEN** to enter into a license agreement between The Corporation of the City of Windsor and Windsor Aquatic Club for the exclusive use of Room 232 – 401 Pitt Street West, Windsor, Ontario, being part of the Windsor International Aquatic and Training Centre, the location of which is shown on the floor plan attached as Appendix A, in accordance with the following terms:

BASIC TERMS:

- | | |
|---------------------------|---|
| a) Licensee | Windsor Aquatic Club |
| b) Commencement Date | February 1, 2026 |
| c) Term | One (1) year |
| d) Termination Date | January 31, 2027 |
| e) Licensed Space | 401 Pitt Street West, Room 232
Windsor, ON N9A 0B2 |
| f) Area of Licensed Space | 101.75 square feet approximately |
| g) License Fee | \$1,275.95, per year plus HST |
| h) Security Deposit | None |
| i) Land Taxes | Not applicable |



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- j) **Utilities** Included in license fee
- k) **Permitted Use** Office Space - Aquatic/ Swimming Club
- l) **Insurance** General Liability Insurance
Minimum Limit \$2,000,000.00
Licensee's Legal Liability Insurance
Minimum Limit \$300,000.00
The Corporation of the City of Windsor to be listed as an additional insured and 30 days' notice of cancellation
- m) **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 the prior calendar year's average annual increase in the Consumer Price Index ("CPI") as published by Statistics Canada and the Annual Operating Cost Adjustment ("AOCA") determined by end of year financial review. The renewal shall be automatically exercised without further notice or Council or CAO 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
- n) **Guarantor** None
- o) **Special Provisions:** None

and,

II. THAT the Chief Administrative Officer and City Clerk **EXECUTE** a license agreement any renewals thereof as set out in paragraph (m) Renewals above, to be satisfactory in legal form to the City Solicitor or designate, in content to the Lease Administrator and the Executive Director of Parks, Recreation and Facilities or designate and in financial content to the City Treasurer or designate.



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Clerk's File: APM/15083

Anna Ciacelli

Deputy City Clerk
March 5, 2026

Department Distribution

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