



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 City, 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@city.windsor.on.ca

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