

CAO APPROVAL NOTICE

The Chief Administrative Officer approved the following recommendation:

CAO5102

APPROVED – May 15, 2019

THAT **APPROVAL BE GIVEN** for a license agreement between The Corporation of the City of Windsor and Vanessa Shields for the exclusive use of the Stable Yard located at the Coach House within Willistead Park (1899 Niagara Street) in accordance with the following terms:

BASIC TERMS:

- | | |
|------------------------------|--------------------------------------------------------------------------------------------------------|
| a) Licensee | Vanessa Shields |
| b) Licensee's Address | 2695 Everts Avenue
Windsor, Ontario N9E 2T9 |
| c) Commencement Date | June 15, 2019 |
| d) Term | One (1) year and Two (2) weeks |
| e) Termination Date | June 30, 2020 |
| f) Licensed Premises | The Stable Yard at the Coach House
Willistead Park, 1899 Niagara Street
Windsor, Ontario N8Y 1K3 |
| g) Area of Licensed Premises | 578 square feet (licensed area) approximately |
| h) Annual License Fee | \$5,400.00, plus HST |
| i) Monthly License Fee | \$ 450.00, plus HST |
| j) Security Deposit | None |
| k) Land Taxes | Included in license fee |
| l) Utilities | Included in license fee |
| m) Permitted Use | Office Space / Artists' Space |
| n) Insurance | General Liability Insurance |

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The Chief Administrative Officer approved the following recommendation:

Minimum Limit \$2,000,000

Licensee's Legal Liability Insurance

Minimum Limit \$300,000.00

The Corporation of the City of Windsor to be listed as
Additional insured and 30 days' notice of cancellation

o) Renewal

Upon mutual consent of the Licensee and Licensor, a one (1) year option to renew on the same terms and conditions herein, save and except rent, which is to be negotiated

p) Guarantor

None

q) Special Provisions:

The Licensor is currently responsible for housekeeping at the Licensed Premises. In the event that the Licensee does not wish to have the Willistead Manor Custodian enter the Licensed Premises for the purpose of housekeeping, then the Licensee will be solely responsible for the conduct and costs of housekeeping at the Licensed Premises and must ensure that same are maintained to the satisfaction of the Manager of Cultural Affairs, acting reasonably. There will be no reduction in the license fee if the Licensee chooses to be responsible for housekeeping at the Leased Premises

Access to the Licensed Premises will be between the normal operating hours of 8:30 am to 4:30 pm, Monday to Friday. Should the Licensee require access to the Licensed Premises outside of the normal operating hours, the Licensee must advise the Supervisor and / or Custodian of Willistead Manor one week prior to the date of the access being sought, so that arrangements can be made to disarm the alarm at the Licensed Premises

The Licensee shall not alter the Licensed Premises without prior written consent from the Manager of Cultural Affairs, acting reasonably

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The Chief Administrative Officer approved the following recommendation:

The Licensee can terminate the License Agreement upon one month's written notice to the Licensor

AND THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign a License Agreement, to be satisfactory in a 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.

SR2019

APPENDICES

Appendix A – By-law 208-2008, section 1.30, as amended

Appendix B – Location of Stable Yard

Internal Distribution

Lease Administrator

Manager of Real Estate Services

Executive Director, Recreation & Culture

City Solicitor

City Treasurer

Chief Administrative Officer

External Distribution