

Windsor, Ontario August 29, 2011

REPORT NO. 8 of the
ECONOMIC DEVELOPMENT
STANDING COMMITTEE
of its meeting held July 6, 2011

Present:

- Councillor Dilkens, Chair**
- Councillor Sleiman**
- Councillor Valentinis**
- Councillor Marra**
- Councillor Payne**

That the following recommendation of the Economic Development Standing Committee **BE APPROVED** as follows:

Moved by Councillor Marra, seconded by Councillor Valentinis

That in view of the fact that the Small Business Advisory Panel meets regularly and discusses and reacts to the continuous change of the business scene, may it **BE RECOGNIZED** that it is appropriate to meet as frequently as deemed necessary;

Whereas, it is necessary to capture the issues facing small business in real time and prepare recommendations to City Council, so that City Council may also respond in real time;

The Committee proposes that it **BE SUPPORTED** to continue to meet once a month and **BE NOTED** that it is also involved in ongoing exchange with Administration and the small business community and in view of the Terms of Reference guiding this Panel, attached as Appendix "A", it is not just an Advisory Panel capacity.

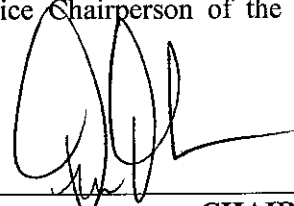
Carried.

Councillor Dilkens requests nominations for the position of Vice Chairperson of the Economic Development Standing Committee. Councillor Valentinis nominates Councillor Payne for the position of Vice Chairperson of the Economic Development Standing Committee.

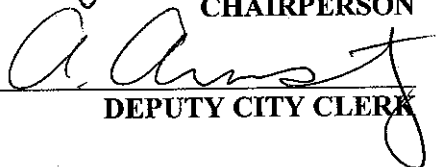
Moved by Councillor Valentinis, seconded by Councillor Sleiman

That Councillor Payne **BE ELECTED** to the position of Vice Chairperson of the Economic Development Standing Committee.

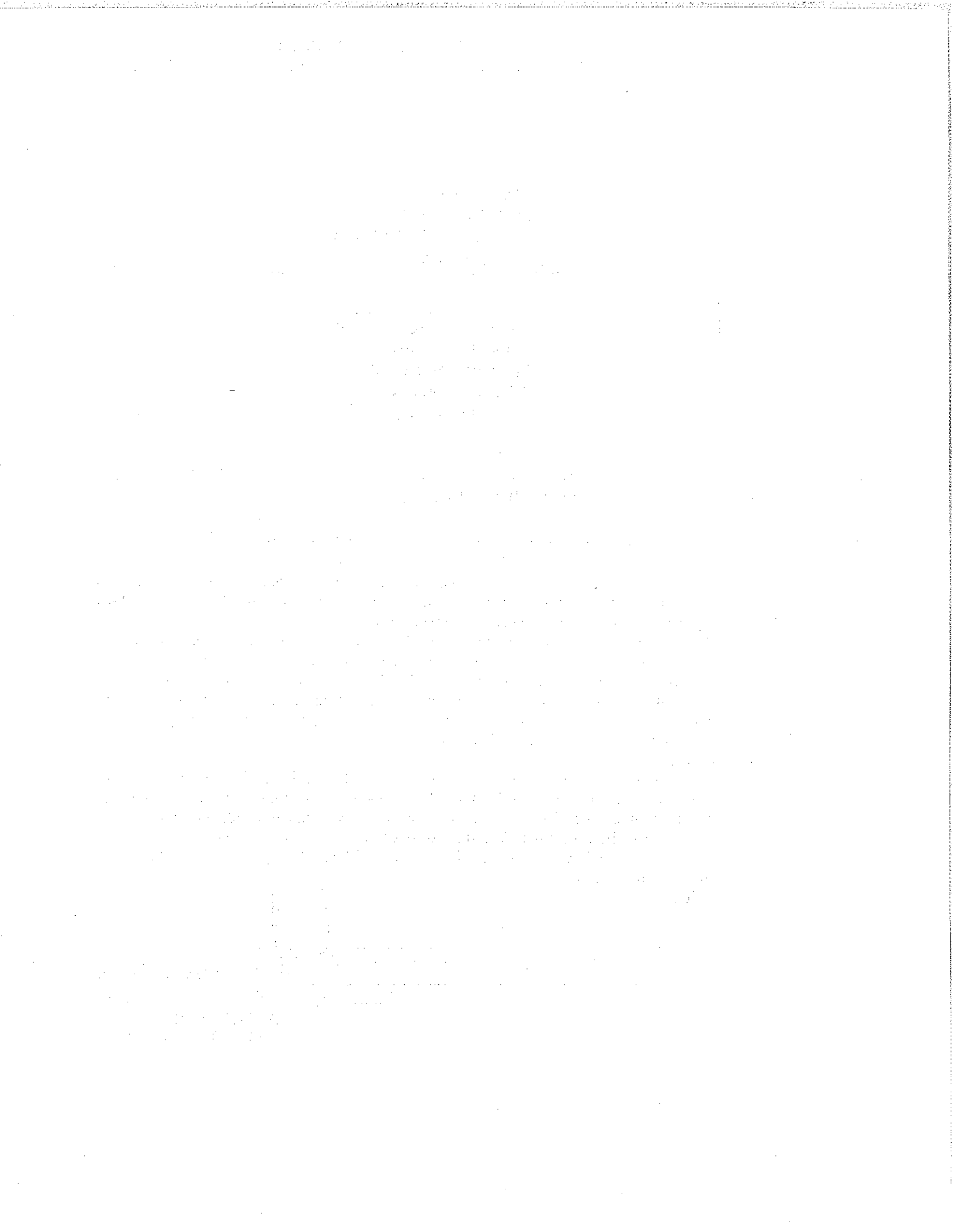
Carried.



CHAIRPERSON



DEPUTY CITY CLERK



ECONOMIC DEVELOPMENT STANDING COMMITTEE

REPORT NO. 4
of the
Small Business Advisory Panel
at its meeting held
February 8, 2011
Meeting Room 303, 400 City Hall Square East

Present:
Dr. Alfie Morgan, Chair
Councillor Alan Halberstadt
Norm Marcoux
James Marsh
Vicky Smith
Jim Williams

The Small Business Advisory Panel submits the following recommendations:

That in view of the fact that the Small Business Advisory Panel meets regularly and discusses and reacts to the continuous change of the business scene, may it **BE RECOGNIZED** that it is appropriate to meet as frequently as deemed necessary;

Whereas, it is necessary to capture the issues facing small business in real time and prepare recommendations to City Council, so that City Council may also respond in real time;

The Committee proposes that it **BE SUPPORTED** to continue to meet once a month and **BE NOTED** that it is also involved in ongoing exchange with Administration and the small business community and in view of the Terms of Reference guiding this Panel, attached as Appendix "A", it is not just an Advisory Panel capacity.

Carried.

CHAIR

COMMITTEE COORDINATOR

NOTIFICATION		
Small Business Advisory Panel		
City Planner / Executive Director		

**SMALL BUSINESS ADVISORY PANEL
MANDATE AND TERMS OF REFERENCE**

PREFACE

On September 29, City Council passed the following motion: "That a small business advisory panel be established to liaise with all City departments..." To implement Council's decision, the following mandate and terms of reference have been formulated:

NAME: "Windsor Small Business Advisory Panel"

MANDATE:

The Windsor Small Business Advisory Panel will advise and assist the Corporation of the City of Windsor in developing and implementing strategies and actions toward promoting and enhancing the small business sector of Windsor's economy.

TERMS OF REFERENCE

In order to achieve its mandate, the Small Business Advisory Panel is hereby empowered to:

- Represent Windsor's small business interests before City Council, Departments, Agencies, Boards, and Commissions, on matters that affect small business as a sector of Windsor's economy.
- Provide periodic reports to City Council about the major issues that impact the small business sector including specific policy, tax and budget recommendations aimed at improving the small business climate in Windsor
- Monitor the implementation of the Small Business Task Force's recommendations
- On its own initiative, or at the request of City Council or City Departments, provide advice and/or assistance on matters that are relevant to the small business community in Windsor
- Function as the liaison and an important point of contact intended to facilitate ongoing communication between the small business community and the City of Windsor
- Assist City Council and Administration with disseminating information to the Small Business Community on matters that would be of interest to it.

MEMBERSHIP

Composition: the

The Windsor Small Business Advisory Panel membership will consist of:

- Five or more members of the small business community.
- Two councillors.
- Two general managers from the Administration.

Primary Criteria for Appointment:

Openings for the Panel will be filled utilizing The Striking Committee of City Council procedure for appointing panels. The main criteria for member selection are:

- Members from the small business community: They have to own a small business in Windsor. Advocates for the small business cause (including professionals and retired entrepreneurs) are eligible as well. In general, should be persons who are affected or directly impacted by City Hall's decisions and policies or persons whose decisions impact the small business sector. They should be genuinely interested in developing and enhancing small business as a viable strategy for growing and sustaining Windsor's economy. They should have the level of expertise necessary for executing the Panel's mandate and terms of reference. Finally, they should be more or established enough that they can spare the time to come to the panel's meetings and participate effectively in carrying out its mandate.
- Councillors: Council members who are keenly interested in the small business sector.
- Members from the Administration: They should be at the rank of "general manager"-- with portfolios that include departments whose activities directly impact the small business sector

Duration of the Panel

The panel shall be a continuing body. Members will be appointed for a period of four years

Administrative Support

City Hall is to provide the necessary administrative support for the operations of the panel in the form of a Committee Coordinators from Council Services who can provide secretarial support, scheduling meeting, keeping minutes, arranging public meetings, providing information on critical issues, and coordinating the dissemination of information.

Operations of the Panel:

Leadership:

The panel will elect a chair who will be spokesperson for it. It will also elect a vice-chair to act as an alternate for the chair. Meetings will be informal. The panel will meet once a month or as needed by City departments and City Council.

Agenda and Minutes

An agenda will be provided prior to each meeting. Panel members may suggest items for the agenda within a reasonable amount of time to the chair through the administrative assistant.

Voting and Attendance:

At least four members of the Panel shall be present to constitute a quorum. Voting will be by consensus. Members who are absent four meetings in row will be sent a reminder by the chair. If they are unable to participate on a regular basis, their positions will be open for replacement.

The voting members will be seven namely the five business members plus the councillors.

Conflict of Interest

The Panel will not be an instrument for any member to influence the decisions of the Panel to favour his/her own business or personal interest. There is only one interest for the Panel and that is the common good of the small business community as a whole. When conflict occurs, the member shall declare his/her potential conflict excuse himself/herself from the discussion of the respective agenda item.
