

**AGENDA
and Schedule “A”
to the minutes of the meeting of the
SMALL BUSINESS ADVISORY PANEL
held Wednesday, December 9 2009
at 3:00 p.m.
Town of Walkerville Meeting Room, 3rd floor, City Hall**

1. **CALL TO ORDER**

2. **MINUTES**

* Adoption of the minutes of the meeting held November 18, 2009 – **attached**

3. **DECLARATIONS OF CONFLICT**

4. **PRESENTATION**

- 4.1 Chris Edwards, Executive Director, Downtown Windsor BIA (DWBIA) to discuss the proposed “business incubator”.

5. **BUSINESS ARISING FROM THE MINUTES**

5.1 **Small Business Advisory Panel Subcommittee Report**

6. **NEW BUSINESS**

The Chair submitting the following *future* Agenda items for your consideration:

- 6.1 Formulate a process for identifying the issues facing the small business community to be brought to City Council.
- 6.2 Simplify City Hall processes involved in addressing small business matters by benchmarking with other municipalities that are able to serve the small business sector better.

- 6.3 Review the processes by the Building Department regarding time frames and different interpretations by administration which result in placing unreasonable demands and confusion for small business owners.
- 6.4 Challenges arising from the current border situation resulting in a decreased capacity for handling cross border traffic.
- 6.5 Health By-laws for restaurants.
- 6.6 Sign By-laws.
- 6.7 Holding an open forum to hear the concerns of small businesses.

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**