

SV/
Windsor, Ontario February 8, 2011

A meeting of the **Small Business Advisory Panel** is held this day commencing at 1:30 o'clock p.m. in Room 303, 400 City Hall Square East, there being present the following members:

Dr. Alfie Morgan, Chair
Councillor Alan Halberstadt
Norm Marcoux (arrives 1:34 o'clock p.m.)
James Marsh
Vicky Smith
Jim Williams

Regrets received from:

Don Larkin
Charlie Regan

Also present are the following resource personnel:

Andre Dowie, Executive Initiatives Coordinator (A)
Janice Guthrie, Deputy Treasurer- Taxation and Financial Projects
Neil Robertson, Manager of Urban Design
Alena Sleziak, Customer Service Supervisor
Thom Hunt, City Planner / Executive Director (arrives at 1:32 o'clock p.m.)
Susan Vadori, Committee Coordinator (A)

1. CALL TO ORDER

The Chair calls the special meeting to order at 1:30 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. DECLARATIONS OF CONFLICT

None declared.

3. MINUTES

Moved by J. Williams, seconded by V. Smith
That the minutes of the meetings of the Small Business Advisory Panel held January 31, 2011 **BE ADOPTED** as presented.
Carried.

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 **Small Business Advisory Panel's Progress Report to City Council**

Chairperson Morgan invites the Committee to share any comments or suggestions regarding the Progress Report **attached** as Appendix "A". The Chairperson requests that the Terms of Reference that guide the Small Business Advisory Panel would be an asset to be included with the Progress Report to Council.

Moved by N. Marcoux, seconded by J. Williams

That the comments provided by the Windsor Small Business Advisory Panel Progress Report to City Council dated January 27, 2011 **BE FORWARDED** to City Council for information purposes **attached** as Appendix "A" and further that the Mandate and Terms of Reference pertaining to the Windsor Small Business Advisory Panel **BE INCLUDED** for information purposes **attached** as Appendix "B".

Carried

4.2 **ABC Governance Review – approved on January 31, 2011 meeting of City Council – Governance Review Option "B" (excerpt)**

The Committee generally discusses the effect and outcome that the reduced meeting schedule considered in the ABC Governance Review as approved at City Council on January 31, 2011, may have on the Panel and its efforts.

Moved by J. Williams, seconded by V. Smith

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.

Other discussions items:

Southern Ontario Development Corporation

V. Smith provides a verbal update regarding the exciting efforts put forward by the Southern Ontario Development Corporation. The Corporation makes funding available for business or special projects and staffing of the initiative. V. Smith notes the Corporation will be on touring the City of Windsor during the week of February 14, 2011. The purpose of this tour is to highlight Small Business initiatives.

Sub-Committee for Tax

J. Guthrie reminds the Committee that a tax subcommittee was formed 2010. The Committee generally agrees that the subcommittee should meet soon and set up to identify and consider the issues. J. Williams, N. Marcoux, J. Marsh, A. Halberstadt and J. Guthrie agree to form the 2011 tax subcommittee membership and will meet and will report back to the Committee at a future meeting.

There being no further business, the meeting is adjourned at 1:55 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR