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Windsor, Ontario February 19, 2010

A meeting of the **Small Business Advisory Panel** is held this day commencing at 3:00 o'clock p.m. in the Town of Sandwich Meeting Room, Lower Level, City Hall, there being present the following members:

Dr. Alfie Morgan, Chair
Councillor Alan Halberstadt
John Millson
Charlie Regan
Vicky Smith
Jim Williams

Regrets received from:

Councillor Caroline Postma
Don Larkin
Norm Marcoux
James Marsh

Also present are the following resource personnel:

Anna Ciacelli, Council Secretariat
Michael Chantler, Deputy Licence Commissioner
Gary Cian, Manager of Policy, Gaming & Licensing/Deputy Licence Commissioner
Lee Anne Doyle, Executive Director Chief Building Official
Janice Guthrie, Deputy Treasurer – Taxation and Revenue
Thom Hunt, City Planner
Didi Johnston, Supervisor of Compliance and Enforcement
Al Peach, Manager of Inspections

1. CALL TO ORDER

The Chair calls the meeting to order at 3:06 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

3. DECLARATIONS OF CONFLICT

None.

4. **BUSINESS ITEM**

4.1 **Small Business Advisory Panel Subcommittee Report**

The PowerPoint presentation to be reviewed by City Council in the near future relating to current industrial and commercial tax rates is distributed and **attached** as Appendix “A”. J. Millson expresses concern that the tax rate for industrial and commercial properties is extremely high.

A document entitled “Out of Whack” regarding MPAC and property assessments is distributed and **attached** as Appendix “B”.

It is generally agreed that the Deputy Treasurer – Taxation and Revenue provide the following information to be included in the PowerPoint presentation:

- 2010 capping figures
- Range of claw back
- If the City of Windsor adopted the Provincial average of 1.86 and switched to the residential tax base, the residential property owner would have an increase of \$12.00. Conversely, if nothing is done, and the City of Windsor adopts the current 0% increase, it would result in a decrease of \$22.00.

Moved by C. Regan, seconded by J. Williams,

That the Small Business Advisory Panel PowerPoint presentation that identifies the state of the economy of the City of Windsor and presents a mechanism to provide relief **BE FORWARDED** to City Council for approval.

Carried.

Councillor Halberstadt suggests that a meeting with representatives of MPAC be convened to discuss the tax appeal process.

ACTION REQUIRED: Councillor Halberstadt to invite a representative from MPAC to attend the March 5, 2010 Small Business Advisory Panel meeting.

The e-mail from James Marsh to the Executive Director Chief Building Official dated December 30, 2009 regarding Building Department processes is distributed and **attached** as Appendix “C”.

L. Doyle states that several lessons have been learned in terms of customer service as it relates to the Building Department as follows:

- If work is to be undertaken the public should ensure a reputable contractor is hired, permits are acquired and inspections are complete
- In terms of health by-laws for restaurants, a small business must provide male and female washrooms which is a significant cost factor

L. Doyle distributes an organizational chart indicating that the Enforcement and compliance (15 staff) Unit is now part of the Building Department.

5. NEW BUSINESS

T. Hunt reports that local economic development issues have been added to the portfolios of the BIA Development Officer and the Planner III, Policy and Special Studies positions. Councillor Halberstadt suggests that the foregoing staff be invited to attend the March 5, 2010 meeting of the Panel.

The 10 “draft” resolutions to be presented to City Council are attached as Appendix “D”. The motions are reviewed and revisions are made. It is generally agreed that a line-by-line review of the motions will be undertaken at the March 5, 2010 meeting.

6. DATE OF NEXT MEETING

The next meeting will be held on Friday, March 5, 2010 at 2:00 o’clock p.m. in Room 402, 400 City Hall Square East.

7. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:00 o’clock p.m.

CHAIR

COMMITTEE COORDINATOR