

**AGENDA
and Schedule "A"
to the minutes of the meeting of the
SMALL BUSINESS ADVISORY PANEL
held Wednesday, January 20, 2010
at 3:00 p.m.
Room 407, 400 City Hall Square East**

1. **CALL TO ORDER**

2. **MINUTES**

- * Adoption of the minutes of the meeting held December 9, 2009 – **(previously distributed)**

3. **DECLARATIONS OF CONFLICT**

4. **PRESENTATION**

Chris Edwards, Mark Boscarior and Michael Jagatic to present a plan relating to the incentive program including the development incentives for the downtown core.

5. **BUSINESS ARISING FROM THE MINUTES**

5.1 **Small Business Advisory Panel Subcommittee Report**

5.2 **Land Needs Analysis Report and the Commercial Land Use Policy**

Motion relating to the Lands Needs Analysis Report and the Commercial Land Use Policy from Mark Boscarior – **attached.**

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. *(E-mail from James Marsh to Lee Anne Doyle, Executive Director/Chief Official dated December 30, 2009 – attached to provide clarification)*
 - 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 *(E-mail from Bill Jean, Manager of Permit Services/Deputy Chief Building Official dated January 5, 2010 – attached to provide clarification).*
 - 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**