

**AGENDA
and Schedule “A”
to the minutes of the meeting of the
SMALL BUSINESS ADVISORY PANEL
held Wednesday, November 18, 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 October 28, 2009 – *(previously distributed)*

3. DECLARATIONS OF CONFLICT

4. PRESENTATION

- 4.1** Mr. Patrick P. Persichilli, Vice President, Windsor-Essex Development Commission – Discussion regarding current issues facing small business in Windsor and possible solutions.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Small Business Advisory Panel Subcommittee Report

5.2 Small Business Advisory Panel Terms of Reference

Discussion regarding the membership composition which includes “two general managers from the Administration” – Mandate and Terms of Reference – *attached.*

6. NEW BUSINESS

6.1 City of Windsor Website

Discussion to consider placing minutes/agendas of the Small Business Advisory Panel on the City of Windsor Website.

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

- 6.2 Formulate a process for identifying the issues facing the small business community to be brought to City Council.
- 6.3 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.
- 6.4 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.
- 6.5 Challenges arising from the current border situation resulting in a decreased capacity for handling cross border traffic.
- 6.6 Health By-laws for restaurants.
- 6.7 Sign By-laws.
- 6.8 Holding an open forum to hear the concerns of small businesses.

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**