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Windsor, Ontario October 18, 2011

A meeting of the **Small Business Advisory Panel** is held this day commencing at 3:00 o'clock p.m. in Room 302, 400 City Hall Square East, there being present the following members:

Dr. Alfie Morgan, Chair  
Jim Williams, ViceChair  
Councillor Alan Halberstadt  
Don Larkin  
Vicky Smith

**Regrets received from:**

Angelo Marignani

**Also present are the following resource personnel:**

Andrew Dowie, (A) Executive Initiatives Coordinator  
Vince Grillo, Manager of Treasury & Cash Management  
Thom Hunt, City Planner  
Neil Robertson, Manager of Urban Design  
Alena Sleziak, Customer Service Coordinator  
Karen Kadour, (A) Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 3:02 o'clock p.m. and the Panel considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by D. Larkin, seconded by J. Williams,  
That the minutes of the Small Business Advisory Panel meeting held October 5, 2011 **BE ADOPTED** as presented.  
Carried.

**3. DECLARATIONS OF CONFLICT**

None.

4. **BUSINESS ARISING FROM THE MINUTES**

An Informal meeting to review the “Small Business Advisory Panel Progress Report” is held this day at 1:00 p.m. A line-by-line review of the Progress Report is conducted and Anna Ciacelli, Council Secretariat is present to amend the document.

Moved by V. Smith, seconded by J. Williams,  
That the *Revised* “Windsor Small Business Advisory Panel Progress Report” **BE ACCEPTED** and further, that the Progress Report **BE FORWARDED** to City Council for approval.

Carried.

The Revised “Windsor Small Business Advisory Panel Progress Report” is **attached** as Appendix “A”.

5. **NEW BUSINESS**

5.1 **Site Plan Review Process**

A memo from the City Planner dated July 13, 2011 entitled “The Site Plan Review Process” is distributed and **attached** as Appendix “B”. The Chair indicates that the memo will be discussed at the next meeting of the Panel.

Councillor Halberstadt requests that Michael Chantler, Supervisor of Licensing & Deputy Licence Commissioner be invited to the next meeting to provide an update relating to BizPal.

Discussion ensues regarding the issue brought forward at the October 5, 2011 meeting of the Panel relating to Mike Qaqish (representing owners of twelve Mac Milk franchises) and the requirement to purchase a lunch counter licence. D. Larkin suggests that Mr. Qaqish attend the Panel’s Town Hall meeting.

At the October 5, 2011 meeting, the Manager of Treasury and Cash Management was asked to provide the following:

- Summary of property tax assessment for the City of Windsor for the years 2007-2011 (returned roll)
- Overview of tax base lost year by year
- Breakdown of the percentage of tax revenue received by the City – i.e. residential, commercial and industrial

V. Grillo distributes the “2007-2011 Municipal & Education Taxes/Assessment per Returned Roll”, **attached** as Appendix “C”. He indicates that the declines in assessments are directly related to the reduction in business level traffic at the Casino; the automotive sector; the LEAR Plant and the decommissioning of the Ford Foundry.

In response to a question asked by J. Williams relating to the Municipal Property Assessment Corporation (MPAC) and if the City of Windsor has control over how the assessments are calculated, V. Grillo responds that the City has no authority.

Councillor Halberstadt requests that the 2011 BMA Report be provided for the Panel.

5. **DATE OF NEXT MEETING**

The next meeting will be held at the call of the Chair.

6. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 3:45 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR