

**SMALL BUSINESS ADVISORY PANEL
MANDATE AND TERMS OF REFERENCE**

PREFACE

On September 29, City Council passed the following motion "That a small business advisory panel be established to liaise with all City departments.." To implement Council's decision, the following mandate and terms of reference have been formulated

NAME "Windsor Small Business Advisory Panel"

MANDATE

The Windsor Small Business Advisory Panel will advise and assist the Corporation of the City of Windsor in developing and implementing strategies and actions toward promoting and enhancing the small business sector of Windsor's economy.

TERMS OF REFERENCE

In order to achieve its mandate, the Small Business Advisory Panel is hereby empowered to

- Represent Windsor's small business interests before City Council, Departments, Agencies, Boards, and Commissions, on matters that affect small business as a sector of Windsor's economy.
- Provide periodic reports to City Council about the major issues that impact the small business sector including specific policy, tax and budget recommendations and a

- Members from the small business community They have to own a small business in Windsor, Advocates for the small business cause (including professionals and retired entrepreneurs) are eligible as well. In general, should be persons who are affected or directly impacted by City Hall's decisions and policies or persons whose decisions impact the small business sector; They should be genuinely interested in developing and enhancing small business as a viable strategy for growing and sustaining Windsor's economy; They should have the level of expertise necessary for executing the Panel's mandate and terms of reference; Finally, they should be more established enough that they can spare the time to come to the panel's meetings and participate effectively in carrying out its mandate
- Councillors Councillors who are keenly interested in the small business sector;
- Members from the Administration They should be at the rank of 'general manager' or higher with portfolios that include departments whose activities directly impact the small business sector

Duration of the Panel

The panel shall be a continuing body; Members will be appointed for a period of four years

Administrative Support

City Hall is to provide the necessary administrative support for the operations of the panel in the form of a Committee Coordinator from Council Services who can provide secretarial support, scheduling meeting, keeping minutes, arranging public meetings, providing information on critical issues, and coordinating the dissemination of information

Striking Committee Report

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January 12, 2009

Conflict of Interest

The Board will not be an instrument for any member to influence the decisions of the Board to favor his or her own business or personal interest. The only interest for the Board and that is the common good of the small business community as a whole. When conflict occurs, the member shall declare his or her potential conflict and excuse himself from the discussion of the respective agenda item.