

**AGENDA**  
and Schedule "A"  
to the minutes of the meeting of the  
**Windsor BIA Advisory Committee**  
**held Thursday, February 15, 2018**  
**at 4:00 o'clock p.m.**  
**Room 407, 400 City Hall Square East**

**1. Call to Order**

**2. Declarations of Conflict**

**3. Adoption of the Minutes**

Adoption of the minutes of the meeting held October 10, 2017- ***attached***

**4. Presentations – (10 minutes maximum)**

**4.1 PwC Internal Audit Findings Review & Action Plan**

Representatives from PwC will be present to discuss the PwC Internal Audit Findings Review and Action Plan.

An excerpt from Council Resolution 718/2017 approved by Council at its meeting held November 20, 2017 is as follows:

*"That Administration BE DIRECTED to prepare a report for Council's consideration, after working with the BIA's through WBIAAC, on the resources determined as necessary to overcome the noted concerns in the Internal Audit Report for BIA's".*

\*"The Corporation of the City of Windsor – Internal Audit of Nine Business Improvement Areas/Associations is **attached**."

**4.2 A Guide to Recruitment & Retention for Small Business in Windsor-Essex**

Katie Renaud, LEPC Researcher Quantitative LMI Specialist, Workforce WindsorEssex will be present to discuss "A Guide to Recruitment and Retention for Small Business in Windsor-Essex" resource.

**5. Business Items**

**5.1 Maintaining Commercial Zoning with Business Districts**

Item submitted by B. Scheuerman

**5.2 Six Main Street Improvement Project**

Discussion regarding what business districts were selected and why they were selected.

*\*Motion to defer this matter to allow Mayor Dilkens to be in attendance.*

**6. New Business**

**7. Date of Next Meeting**

To be determined.

**8. Adjournment**

## Windsor BIA Advisory Committee – held October 10, 2017

A meeting of the **Windsor BIA Advisory Committee** is held this day commencing at 4:30 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Councillor Rino Bortolin, Chair  
Councillor Chris Holt (arrives at 5:12 p.m.)  
Yaw Asiedu, Downtown Windsor BIA  
Ettore Bonato, Ottawa Street BIA  
Joan Charette, Walkerville BIA  
Cara Kennedy, Walkerville BIA  
Sami Mazloum, Wyandotte Street BIA  
Greg Plante, Pillette Village BIA  
Filip Rocca, Erie Street BIA (arrives at 4:40 p.m.)  
Bridget Scheuerman, Ford City BIA, Olde Riverside BIA

### ***Regrets received from:***

Councillor Paul Borrelli

### ***Guest in attendance:***

Rakesh Naidu, Chief Operations Officer, Windsor Essex Economic Development Corporation

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

Janice Guthrie, Deputy Treasurer Taxation  
Matthew Johnson, Economic Development Officer  
Bill Kralovensky, Supervisor Compliance & Enforcement  
Mark Winterton, City Engineer  
John Wolf, Senior Manager Traffic Operations  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

The Chair calls the meeting to order at 4:34 o'clock p.m. and the Committee considers the Agenda being Schedule "A" ***attached*** hereto, matters which are dealt with as follows:

### **Additions to the Agenda**

Moved by B. Scheuerman, seconded by S. Mazloum,  
That Rule 3.3 (c) of the Procedure By-law 98-2011 be waived to add the following addition to the Agenda:

- 4.5 The Corporation of the City of Windsor Internal Audit of Nine Business Improvement Areas/Associations

Carried.

### **2. Declarations of Conflict**

None disclosed.

### **3. Adoption of the Minutes**

Moved by J. Charette, seconded by B. Scheuerman,  
That the minutes of the Windsor BIA Advisory Committee of its meeting held March 9, 2017 **BE ADOPTED** as presented.

Carried.

### **4. Presentations**

#### **4.5 The Corporation of the City of Windsor Internal Audit of Nine Business Improvement Areas/Associations**

The document entitled "Internal Audit of Nine Business Improvement Areas/Associations provided by PricewaterhouseCoopers LLP is distributed and **attached** as Appendix "A".

Janice Guthrie, Deputy Treasurer Taxation is present and available to answer questions as representatives from PricewaterhouseCoopers LLP were unable to attend. She notes the report has been finalized and will reviewed by the Executive Committee of Council at its meeting to be held on October 23, 2017.

In response to a question asked by the Chair regarding if representatives from the BIA's should be in attendance at the October 23, 2017 Executive Committee of Council meeting, J. Guthrie responds that is up to the individual BIA's.

Moved by E. Bonato, seconded by S. Mazloum,  
That the “Corporation of the City of Windsor Internal Audit of Nine Business Improvement Areas/Associations” provided by PricewaterhouseCoopers LLP **BE RECEIVED.**

Carried.

#### **4.1 Marisa Gatfield, Canadian Blood Services**

J. Charette states Marisa Gatfield, Canadian Blood Services is unable to attend this meeting and adds there is a possibility that Canadian Blood Services could lose their present location due to a shortage of blood donorship.

Marissa Gatfield is requesting consideration be given by the BIA’s to participate in a BIA blood drive day and states transportation by bus to the Canadian Blood Services office will be provided.

Moved by J. Charette, seconded by G. Plante,  
That the Chair, Windsor BIA Advisory Committee **BE REQUESTED** to contact Marisa Gatfield, Canadian Blood Services and to report back to WBIAAC.  
Carried.

#### **4.3 Windsor Essex Region Foreign Trade Zone**

A Foreign Trade Zone (FTZ) refers to a specific location within a country that is officially designated for eligibility for tariff and tax exemptions with respect to the purchase or importation of raw materials, components or finished goods. Such materials and goods can generally be stored, processed or assembled in the FTZ for re-export (in which case taxes and duties generally would not apply) or for entry into the domestic market, at which time taxes and duties would be deferred until the time of entry.

Rakesh Naidu, Chief Operations Officer, Windsor Essex Economic Development Corporation provides the following comments relating to the Windsor Essex Foreign Trade Zone:

- The FTZ Point designation was announced on July 31, 2017 by the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development and Minister responsible for the Federal Economic Development Agency for Southern Ontario (FedDev Ontario).
- The Windsor-Essex Foreign Trade Zone (WEFTZ) provides a single-window access to information on relevant government import/export

- related programs and measures such as regulatory assistance from relevant federal agencies on border related issues.
- The WEFTZ provides info on FTZ Programs by receiving up-to-date FTZ information/training you will be able to identify and “mix and match” programs to create your own foreign trade zone environment.
  - Measures that **Waive** (or Eliminate) **Duties** includes:
    - **Duties Relief Program**: Means the Customs procedure under which certain goods can be brought into Canada conditionally relieved from payment of import duties on the basis that such goods are intended for manipulating, processing or repair and a subsequent exportation
  - **Canadian Goods Abroad Program**: Means the Customs procedure under which goods which are in free circulation in Canada may be temporarily exported for manufacturing, processing or repair abroad and then re-imported with total or partial exemption from import duties.
  - There are several other programs that offer the following:
    - Measures that **Waive Duties and/or GST**
    - Measures that **Waive Import & Domestic (GST)**
    - Measures that **Defer** the Payment of Import **Duties and Taxes**
    - Measures that **Refund** Import **Duties**
    - Measures that **Refund** the GST
    - Measures that **Waive** the **Export GST/HST**
  - Good to Know – **Exporting** to the USA Small Businesses and All Exporters
    - In cases where Canadian businesses send a shipment of goods valued at less than \$800 USD to a person in the United States.
    - Section 321 De Minimis Value Entry (\$800 Exemption per day) provides that under certain conditions, the United States Customs & Border Protection may clear free of duties and taxes any shipment of merchandising having a fair retail value not exceeding \$800. USD.
    - Daily restriction U.S. importers can only take advantage of the section 321 benefit on one single transaction per day.

Moved by E. Bonato, seconded by S. Mazloum,  
That the presentation provided by Rakesh Naidu, Chief Operations Officer, Windsor Essex Economic Development Corporation regarding the Windsor-Essex Foreign Trade Zone **BE RECEIVED**.  
Carried.

#### 4.2 Destination Development Association (DDA)

The document entitled “Destination Development Association City of Windsor” is distributed and **attached** as Appendix “B”.

M. Johnson provides the following highlights relating to the Destination Development Association:

- The DDA is an online community resource that provides community leaders, BIA's, chamber of commerce, tourism committees, destination marketing associations and economic development practitioners with a common platform to utilize resources.
- A one year free membership pilot program is available for the BIA's if they wish to participate.

Moved by G. Plante, seconded by B. Scheuerman,  
That the presentation provided by the Matthew Johnson, Economic Development Officer relating to the Destination Development Association **BE APPROVED.**

Carried.

#### **4.4 Mobile Payment for Parking System**

J. Wolf, Senior Manager Traffic Operations distributes the presentation entitled "Coming Soon to a Meter Near You!!! Pay-by-Phone Parking App" , **attached** as Appendix "C". He provides an overview of the mobile payment for parking system as follows:

- The provider of the mobile payment for parking system is Passport Canada. The mobile payment app can be downloaded to a smart phone.
- The cost for each transaction is fifteen cents.
- If the maximum time on a meter is reached, additional time cannot be loaded on a smart phone, however, coins can be used.
- This parking system is not available in the parking garages.
- The target date for this initiative is early December 2017.
- A presentation regarding the pay-by-phone parking app will be provided to the BIA's by Passport Canada. A marketing plan will also be provided for the public.
- The name Passport Canada is to be amended to another name within a year, as there is confusion with the Federal Passport office.
- Tokens will still be available for purchase.
- The meters will take Visa and Mastercard.
- The app will also provide information relating to the availability of parking in the parking garages.
- The number one benefit to this initiative is that patrons will be able to add time on their smart phones without receiving a parking ticket due to the expiration of the meter.

Moved by Councillor Holt, seconded by F. Rocca,  
That the presentation provided by John Wolf, Manager Traffic Operations  
regarding the mobile payment for parking system **BE RECEIVED**.  
Carried.

**5. New Business**

In response to a question asked by J. Charette regarding if BIA's are able  
to apply for grants as the Ontario BIA Association indicates BIA's can utilize the  
City's Incorporation number to apply, Councillor Holt responds the City Solicitor is  
aware of this and no definitive answer is available at this time.

Moved by Councillor Holt, seconded by S. Mazloun,  
That Administration **BE REQUESTED** to provide a report regarding the  
use of the City of Windsor's incorporation number; if the BIA's are under the  
City's umbrella and, if the BIA's can utilize the City's incorporation number to  
apply for grants.  
Carried.

E. Bonato refers to the recent flooding on Ottawa Street and he adds if  
reported within 120 days of a flooding event, that assistance is available from  
[www.ontario.ca/disasterassistance](http://www.ontario.ca/disasterassistance).

**6. Date of Next Meeting**

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

**7. Adjournment**

There being no further business, the meeting is adjourned at 5:52 o'clock  
p.m.

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CHAIR

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COMMITTEE COORDINATOR