

Windsor, Ontario April 9, 2010

A meeting of the **Small Business Advisory Panel** is held this day commencing at 2:00 o'clock p.m. in Room 406, 400 City Hall Square East, there being present the following members:

Dr. Alfie Morgan, Chair  
Norm Marcoux  
James Marsh  
John Millson (alternate)  
Charlie Regan

**Absent:**

Councillor Halberstadt (*attending a Windsor Public Library Board meeting*)  
Councillor Postma  
Don Larkin  
Vicky Smith  
Jim Williams

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

Gian Cian, Manager of Policy, Gaming & Licensing/Deputy Licence Commissioner  
Michael Cooke, Manager of Planning Policy  
Lee Anne Doyle, Executive Director/Chief Building Official  
Janice Guthrie, Deputy Treasurer – Taxation & Financial Projects  
Thom Hunt, City Planner  
Rose MacLachlan, Business Improvement Area Development Officer  
Helga Reidel, Chief Administrative Officer  
Neil Robertson, Planner III, Policy & Special Studies  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 2:06 o'clock p.m. and the Panel considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

The Committee Coordinator advises there is an insufficient number of members to constitute a quorum and therefore, any actions must be confirmed and ratified at the next meeting.

2. **MINUTES**

The minutes of the meeting held March 12, 2010 to be confirmed and ratified at the next meeting.

3. **DECLARATIONS OF CONFLICT**

None.

5. **BUSINESS ARISING FROM THE MINUTES**

5.1 **Draft Motions to City Council**

Rose MacLachlan, Business Improvement Area Development Officer and Neil Robertson, Planner III, Policy and Special Studies are present and available to answer questions relating to the draft motions to City Council.

T. Hunt advises that an announcement was made at the March 12, 2010 meeting of the Small Business Advisory Panel relating to the addition of the local economic development portfolio to the Planning Department. He states that the Planning Department is in the process of defining “local economic development”.

In terms of draft motion #1 relating to the appointment of a “small business coordinator”, the Chair states that an “internal champion” is required to assist the public in navigating the system throughout City Hall.

H. Reidel suggests that administrative comments accompany the draft motions to Council. She states that some of the draft motions are not doable.

N. Robertson indicates that the draft motions #2 and #3 (relating to tax incentives) are quite similar; in fact #3 is the implementation tool to #2.

J. Guthrie expresses concern with draft motion #4 (implementation of a tax package for small business including tax relief, treatment of arrears though an amnesty period). She states that the manner in which tax incentives are granted is via a Community Improvement Plan and that administratively, she cannot recommend an amnesty period.

It is generally agreed that the Committee Report to Council will be accompanied by an administrative report. H. Reidel advises that the administrative report will be provided to the Small Business Advisory Panel prior to going to Council.

**5.2 OMBI Timeframes relating to the Building Department**

Received for information.

**5.3 Definition of a Small Business**

*It is generally agreed that the term "small business" be defined as one with revenue less than \$5 million or a business size of less than 50 employees.*

**6. DATE OF NEXT MEETING**

At the call of the Chair.

**7. ADJOURNMENT**

There being no further business, the meeting is adjourned at 3:06 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR