

KK/
Windsor, Ontario June 16, 2010

A meeting of the **Small Business Advisory Panel** is held this day commencing at 2:00 o'clock p.m. in the Town of Walkerville Meeting Room, 3rd floor, City Hall, there being present the following members:

Dr. Alfie Morgan, Chair
Councillor Alan Halberstadt
Councillor Caroline Postma
Norm Marcoux
James Marsh
Charlie Regan (arrives at 3:00 p.m.)
Vicky Smith
Jim Williams

Regrets received from:

Don Larkin

Guests in attendance:

Councillor Jo-Anne Gignac
Brad Ouellette, student

Also present are the following resource personnel:

Gary Cian, Manager of Policy, Gaming & Licensing/Deputy Licence Commissioner
Michael Cooke, Manager of Planning Policy
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 2:00 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. **MINUTES**

Moved by Councillor Halberstadt, seconded by N. Marcoux,
That the minutes of the meeting held April 9, 2010 **BE ADOPTED** as presented.
Carried.

3. **DECLARATIONS OF CONFLICT**

None.

4. **BUSINESS ARISING FROM THE MINUTES**

4.1 **Administration's Response to Report No. 1 of the Small Business Advisory Panel**

The salient points of discussion relating to Administration's response to Report No. 1 of the Small Business Advisory Panel are as follows:

- The public are not aware of the opportunity to appeal the assessment of their respective property. A booklet could be published regarding small business reassessment
- MPAC provides an annual publication that is available on the City's website, MPAC's website and at customer care centres
- Link MPAC information to the small business website once implemented
- The Customer Service Coordinator position will be a six month pilot project at which time statistics will be gathered relating to the number and nature of inquiries relating to small business
- Request for the City to provide a storefront for members of the University of Windsor "Students in Free Enterprise" (SIFE) group who will provide business plans and market research at no charge or at a nominal fee for small businesses. This initiative has been approved by the Dean of Business, provided there are no costs associated with it.
- Community Improvement Plans are driven by investment. Suggestion to have a town hall meeting to identify the challenges.
- In terms of the Small Business Panel recognition program, it is suggested that small business owners be invited to attend a reception to recognize the small business champion.

The Chair advises that Administration's response to Report No. 1 of the Small Business Advisory Panel is appreciated and a commitment to implementation is requested.

J. Marsh asks if the Panel is amenable to visit Tech Town located in Detroit Michigan which is an example of a successful business incubator.

Discussion ensues regarding the Windsor Essex County Development Commission and their role in assisting small business entrepreneurs. Councillor Postma suggests that a joint meeting be convened with the Panel and the Windsor Essex County Development Commission.

The Chair asks for volunteers to appear at City Council to present Report No. 1 of the Small Business Advisory Panel. James Marsh and Norm Marcoux volunteer to accompany the Chair at the Council meeting (date to be determined).

5. DATE OF NEXT MEETING

At the call of the Chair.

6. ADJOURNMENT

There being no further business, the meeting is adjourned at 3:30 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR