

KK/
Windsor, Ontario October 5, 2011

A meeting of the **Small Business Advisory Panel** is held this day commencing at 3:00 o'clock p.m. in Room 407, 400 City Hall Square East, there being present the following members:

Dr. Alfie Morgan, Chair
Jim Williams, Vice Chair
Councillor Alan Halberstadt
Don Larkin
Angelo Marignani
Vicky Smith

Also present are the following resource personnel:

Greg Atkinson, Planner III, Economic Development
Gary Cian, Manager of Policy, Gaming & Licensing/Deputy Licence Commissioner
Andrew Dowie, Executive Initiatives Coordinator (A)
Vince Grillo, Manager of Treasury & Cash Management
Neil Robertson, Manager of Urban Design
Karen Kadour, Committee Coordinator (A)

1. CALL TO ORDER

The Committee Coordinator calls the meeting to order at 3:00 o'clock p.m. and the Small Business Advisory Panel considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. PRESENTATIONS

2.1 Workplace Violence and Harassment – Respectful Workplace

Kim Brown, Safety Advisor, Human Resources provides a PowerPoint Presentation regarding "Workplace Violence and Harassment – Respectful Workplace". "The Corporation of the City of Windsor Workplace Harassment Policy" is distributed and **attached** as Appendix "A".

2.2 ABC Governance Structure

Anna Ciacelli, Council Secretariat provides a PowerPoint Presentation regarding the "Agencies, Boards and Commissions (ABC) Governance Structure". The PowerPoint Presentation is **attached** as Appendix "B".

3. **DECLARATIONS OF CONFLICT**

None.

4. **ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

The Committee Coordinator calls for nominations from the floor for the position of Chairperson for the Small Business Advisory Panel.

Moved by D. Larkin, seconded by V. Smith,
That Dr. Alfie Morgan **BE ELECTED** Chair of the Small Business Advisory Panel for the term ending November 30, 2014.
Carried.

The Committee Coordinator calls for nominations from the floor for the position of Vice Chairperson for the Small Business Advisory Panel.

Moved by D. Larkin, seconded by V. Smith
That Jim Williams **BE ELECTED** Vice Chair of the Small Business Advisory Panel for the term ending November 30, 2014.
Carried.

5. **MINUTES**

Moved by V. Smith, seconded by J. Williams,
That the minutes of the meeting held February 8, 2011 **BE ADOPTED** as presented.
Carried.

6. **BUSINESS ARISING FROM THE MINUTES**

Progress Report to City Council

Windsor City Council at its meeting held August 29, 2011 adopted the following resolution:

Moved by Councillor Halberstadt, seconded by Councillor Jones,
M200-2011 That Committee Reports Nos. 7 and 8 of the Economic Development Standing Committee referencing Reports Nos. 3 and 8 of the Small Business Advisory Panel **BE REFERRED BACK** to the Small Business Advisory Panel for further review.
Carried.

City Council at its meeting held July 26, 2010 adopted Council Resolution 274/2010 accepting seven recommendations put forth by the Small Business Advisory Panel. As part of the motion, the Panel was requested to report back to Council on the implementation of these recommendations. The Progress Report was prepared and submitted to City Council. Councillor Halberstadt reports that some of the recommendations have been completed and some are still outstanding.

It is generally agreed to do a line-by-line review of the Progress Report at an "informal" meeting of the Panel to be held on October 18, 2011 at 1:00 p.m. in Room 302. A "formal" meeting of the Panel will follow at 3:00 p.m.

The Panel agrees to invite Mayor Francis to the October 18, 2011 meeting.

7. NEW BUSINESS

Councillor Halberstadt distributes a letter from Mike Qaqish (representing the owners of twelve Mac Milk franchises) regarding the requirement to purchase a lunch counter licence to cook hotdogs on a roller grill, *attached* as Appendix "C". G. Cian advises he will contact Mr. Qaqish regarding this matter.

J. Williams requests that the Manager of Treasury and Cash Management provide the following information for the next meeting:

- Summary of property tax assessments for the City of Windsor for the years 2007-2011 (return 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

8. DATE OF NEXT MEETING

An informal meeting of the Panel will be held on Tuesday, October 18, 2011 at 1:00 p.m. in Room 302. A formal meeting will follow at 3:00 p.m.

9. ADJOURNMENT

There being no further business, the meeting is adjourned at 4:20 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR (A)

**AGENDA
and Schedule "A"**
**to the minutes of the meeting of the
SMALL BUSINESS ADVISORY PANEL
held Tuesday, October 18, 2011
at 3:00 o'clock p.m.
Room 302, 400 City Hall Square East**

1. **CALL TO ORDER**

2. **ADOPTION OF THE MINUTES**

Adoption of the minutes of the Small Business Advisory Panel meeting held October 5, 2011
(previously distributed).

3. **DECLARATIONS OF CONFLICT**

4. **BUSINESS ARISING FROM THE MINUTES**

Small Business Advisory Panel Progress Report

Windsor City Council at its meeting held on August 29, 2011 adopted **Report No. 7** (Report No. 3 of the Small Business Advisory Panel at its meeting held February 8, 2011, of the **Economic Development Standing Committee** of its meeting held July 6, 2011 and **Report No. 8** (Report No. 4 of the Small Business Advisory Panel at its meeting held February 8, 2011 of the **Economic Development Standing Committee** of its meeting held July 6, 2011.

*Moved by Councillor Halberstadt, seconded by Councillor Jones,
M200-2011 That Committee Reports Nos. 7 and 8 of the Economic Development Standing
Committee referencing Reports Nos. 3 and 8 of the Small Business Advisory Panel **BE
REFERRED BACK** to the Small Business Advisory Panel for further review.*

**An informal meeting of the Small Business Advisory Panel will be held at 1:00 o'clock p.m.
with members (and interested resource personnel) for the purpose of reviewing the Progress
Report. The formal meeting of the Panel will be held at 3:00 o'clock p.m. and the
amendments made to the Progress Report will be discussed and approved at that time.*

5. **DATE OF NEXT MEETING**

To be determined.

6. **ADJOURNMENT**

Mayor Eddie Francis and members of our new City Council.

Congratulations on being elected and re-elected. Much was said during the campaign about doing more to support the small business owners in our community.

As you know, small business owners employ far more people than any other sector. We wish to bring to your attention a small, but significant issue which makes a point of the over-regulation of one part of the small business community in Windsor.

We run some of the Mac's Milk franchises. I am writing this letter on behalf of twelve of the 50 Mac's stores in our area. The twelve of us employ seventy-six people and we pay substantial property and business tax as well as license fees.

Our issue is the fee charged to the twelve of us because we offer, as a convenience to our customers, hot dogs cooked on a roller grill.

We don't microwave them, we don't boil them, or fry them.

But – because we make hot dogs available to our customers on a roller grill, the city charges us over and above all of the other taxes and fees we pay, an additional \$213 per year, per store.

In addition, the fire inspectors have to visit each store, as do the health inspectors, and we feel better use could be made of their time doing more important things to help keep the city safe.

Think about it. Why can't our business license and property tax cover everything? Why charge us extra for the hot dogs?

To be honest with you, some of us do not make enough money from weekly hot dog sales to cover our expenses for the service, but a few customers do rely on us, so we make the hot dogs available for them.

After all, we are in the business of customer service, providing our customers with what they want. That is what keeps them coming back.

On the other hand, we don't see the city's tiered tax and fee approach as giving us – the city's customers – the small business community, a fair shake in this matter.

They don't charge this fee to the operators of convenience stores in our neighbouring municipalities, and that's the rub.

When we compare what our fellow franchise holders pay for identical services in the county, we see the difference, and don't feel you can justify the extra fees charged in the City of Windsor.

Please, have someone in administration look into this, do a comparison and you will see what we are talking about.

Have the Small Business Task Force take this example, and use it as our cry for change in how the City treats small business owners. Admittedly, this is a small issue – yet – so significant in the greater scheme of things, as a prime example of the over-regulation and red tape that the City forces on small business owners.

Thank you for taking the time to read this message, and we hope to hear of a positive change in the coming weeks.

Again, congratulations on your victories and let's move forward together, making positive changes for all of our community partners.

Mike Qaqish – on behalf of twelve others.