



# Hamilton

## MINUTES

### OPEN FOR BUSINESS SUB-COMMITTEE

Wednesday, January 11, 2012

9:30 a.m.

Room 192

Hamilton City Hall

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**Present:** Councillor R. Powers, Chair  
Councillor T. Whitehead, Vice-Chair  
Councillors, L. Ferguson, R. Pasuta, and M. Pearson

**Absent with  
Regrets:** Councillor C. Collins, other City business

**Also Present:** T. McCabe, General Manager of Planning and Economic Development  
C. Phillips, Senior Advisor, Planning Department  
N. Shleehahn, Manager of Business Development  
G. Norman, Manager, Engineering Design and Construction  
M. Hazell, Senior Director, Parking & By-law Services  
B. Young, Director, Municipal Law Enforcement  
D. Ortiz, Manager, Building Engineering and Zoning  
P. Mallard, Director of Planning  
D. Spence, Communications Officer  
K. d'Andrade, Coordinator, Business Facilitation  
K. Huigenbos, Co-Ordinator, Small Business Enterprise Centre  
I. Bedioui, City Clerk's Office

#### 1. **CHANGES TO THE AGENDA**

The Clerk advised there were no changes to the agenda.

**(Pearson/Ferguson)**

That the agenda for the January 11, 2012 meeting be approved as presented.

**CARRIED**

**2. DECLARATIONS OF INTEREST**

There were none declared.

**3. ADOPTION OF MINUTES**

**(Pasuta/Whitehead)**

That the Minutes of the December 15, 2011 meeting be approved as presented.

**CARRIED**

**4. PRESENTATIONS AND STAFF OVERVIEW**

**(i) Staff Presentation / Tour of “One-Stop” Business Services including Small Enterprise Centre (Items 4.1 and 4.2)**

Debbie Spence, Kristin Huigenbos and Ken d’Andrade made a PowerPoint presentation and copies were distributed. The topics they discussed included but were not limited to the following:

- Why one-stop for business?
- Who does one stop serve?
- How it works?
- How it helps businesses?
- What are One-Stop’s key services?
  - Small business assistance; Business Facilitation and New Business licences.
- Small Business Enterprise Centre (SBEC):
  - Offer assistance and resources to help, start, run or expand your business;
  - Background;
  - Resources;
  - Training Programs and Workshops;
  - Consultation Services;
  - Youth Programs;
  - Staff Complement – have entrepreneurial experience.

A copy of the Small Business Enterprise brochure was distributed.

- Business Facilitation:
  - The Big Picture – timelines, required applications, costs;
  - Act as the front-line;
  - Central contact to help business through the municipal process;
  - Central contact for various Divisions;
  - How business facilitators help businesses;
  - Tracking on a monthly basis;
  - Staff complement – have business experience and development planning background.

A copy of the Development Checklist was distributed.

- Licensing:
  - Licensing Services;
  - Staff complement;
  - Challenges: How can we improve?

Members of the Sub-Committee posed questions/commented as follows:

- Is the Small Business Enterprise Centre competing with another enterprise in the City? (Information required for General Issues Committee meeting.)
- The business retention statistics are important;
- The Chair and Kristian should appear on the Bill Kelly Show to promote the Small Business Enterprise Centre;
- Cable 14 is another good vehicle for communicating this service;
- What funding sources are available for businesses?
- When and how is the Development Checklist used?
- Add the cost of removing City trees to the Associated Processes/Cost list on the Development Checklist;
- Does the City provide a list of Planners? Add to the next agenda.
- The issue of the 5% park land dedication – which increases where there is higher density – hard to explain – can be a deal breaker.

Staff were requested to bring copies of all the brochures to the next meeting.

The Committee requested that staff report back with recommendations respecting the six challenges outlined in the PowerPoint presentation.

**(Pearson/Pasuta)**

That the staff presentation be received.

**CARRIED**

**5. DISCUSSION ITEMS**

**(i) Small Businesses (Item 5.1)**

**(a) Copy of City's survey (to be distributed)**

Copies of the City's survey were distributed and this item was referred to the next agenda for discussion.

**6. Other Business**

The Chair noted that the meetings will be extended to 2 hours in length to facilitate discussion.

**7. Adjournment**

**(Pasuta/Ferguson)**

There being no further business, that the meeting be adjourned at 11:09 a.m.

**Respectfully submitted,**

**Councillor R. Powers, Chair  
Open for Business Sub-Committee**

**Ida Bedioui  
Legislative Assistant  
Open for Business Sub-Committee  
January 11, 2012**