

THE BUSINESS ENTERPRISE CENTRE'S GUIDE TO

# BUSINESS START UP

2020



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# CHECKLIST

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Are you ready to legally start your business? Find out using the checklist below.

Start Up Checklist	Page Reference
<input type="checkbox"/> Have you determined your business structure/ legal form?	9
<input type="checkbox"/> Have you named your business?	13
<input type="checkbox"/> Have you registered your business name with the province? (Master Business Licence)	15
<input type="checkbox"/> If applicable, have you had your premises inspected by the: <input type="checkbox"/> Health Unit? <input type="checkbox"/> Building Inspector? <input type="checkbox"/> Fire Inspector?	17
<input type="checkbox"/> If applicable, have you obtained municipal licences and permits?	19
<input type="checkbox"/> Have you checked that your business activities do not contravene any municipal bylaws, including zoning?	19
<input type="checkbox"/> Do you have insurance?	20
<input type="checkbox"/> Have you opened a business bank account?	20
<input type="checkbox"/> If applicable, have you registered for a CRA business number? <input type="checkbox"/> An HST Account? <input type="checkbox"/> A Corporate Income Tax Account? <input type="checkbox"/> An Import/ Export Program Account? <input type="checkbox"/> A Payroll Program Account?	21
<input type="checkbox"/> If applicable, have you registered for a WSIB account?	26
<input type="checkbox"/> If applicable, have you registered for an EHT account?	27
<input type="checkbox"/> Have you looked into local organizations that can help you with your business?	30

## PREFACE

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This guide provides detailed information for entrepreneurs seeking to start a business in Ontario. In this guide you will find instructions to the steps required to legally start your business, as well as many resources designed to help your business succeed.

The **bold blue words** found throughout the guide are key terms with definitions located in the Glossary, page 38, for easy reference.

The Business Enterprise Centre offers a wide range of free services and resources for entrepreneurs interested in starting, buying, or expanding their business. Contact us today to learn how we can help you.

The Business Enterprise Centre  
1-130 Spruce St S  
Timmins, Ontario P4N 2M5  
[www.northeastbec.com](http://www.northeastbec.com)

T: 705-360-2657  
TF: 1-877-470-8332  
E: [bec@timmins.ca](mailto:bec@timmins.ca)

## NOT-FOR-PROFITS

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For-profit businesses and not-for-profit organizations are subject to different rules and regulations. If you are planning to start a not-for-profit, refer to the following sources:

- [The Not-for-Profit Incorporator's Handbook](#), from the Ministry of the Attorney General and Service Ontario
- [A Guide to Bookkeeping for Non-Profit Organizations](#), from the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA)
- [The Not-for-Profit Guide](#), from the Canada Business Network

You can also contact the Community Economic Development division at the Timmins Economic Development Corporation for guidance and resources. Contact:

Timmins Economic Development Corporation  
1-130 Spruce St S  
Timmins, Ontario P4N 2M5  
[www.timminsedc.com](http://www.timminsedc.com)

705-360-2656  
877-470-TEDC (8332)  
[tedc@timmins.ca](mailto:tedc@timmins.ca)

# THE BUSINESS ENTERPRISE CENTRE SERVICES

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The Business Enterprise Centre provides free assistance to entrepreneurs during any stage of the business cycle. We serve a region which extends along the Highway 11 corridor and includes communities from Hornepayne to Iroquois Falls as well as Timmins and the James Bay Coast.

The Business Enterprise Centre is an important link to the business community. We focus on providing support to start-up and existing small and medium enterprises. Entrepreneurs are provided with easy access to business information and consulting services on business planning, marketing, various business registrations and regulations, funding and financing opportunities, and much more. We promote entrepreneurship at all levels, and deliver programs targeted to key areas, including seniors, youth, the unemployed, women, immigrants, and indigenous people. Our services are designed to create an entrepreneurial culture, with a goal of producing new employment in the region. We operate in partnership with the Timmins Economic Development Corporation and the province of Ontario.

Our client services include:

- Assisting with the development of business, marketing, and financial plans
- Assisting with research on data sources for business trends and market data
- Providing information and data on the local and regional economy
- Determining potential financing & grant program options to start/ expand a business
- Assisting with registering your business to obtain a Master Business Licence and CRA Business Number
- Providing business information and resources on various topics including taxation, business structures, marketing, regulations and more
- Providing training opportunities through workshops, seminars and programs
- Referrals and links to professionals, funding agencies, and financial organizations

Contact us:

The Business Enterprise Centre  
1-130 Spruce St S  
Timmins, Ontario P4N 2M5  
[www.northeastbec.com](http://www.northeastbec.com)

T: 705-360-2657  
TF: 1-877-470-8332  
E: [bec@timmins.ca](mailto:bec@timmins.ca)

# PLANNING YOUR BUSINESS

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## 1. Writing a Business Plan

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Before you start your business, you are strongly encouraged to develop a [business plan](#).

A business plan is a practical document that all business owners and entrepreneurs should develop no matter the business industry, sector, or stage of development.

The process of writing a business plan forces business owners and entrepreneurs to thoroughly think through their business idea, gain a deep understanding of their market, identify challenges, and set benchmarks against which they can measure progress. Essentially, it can be used as a blueprint for starting and operating your business.

The final document that is produced is essential to acquiring [financing](#) and [funding](#) and can be valuable in recruiting talent and guiding business decisions. It is a living document that should be continually updated as you proceed with your business.

Refer to *The Business Enterprise Centre's Guide to Writing Your Business Plan* available on The Business Enterprise Centre website ([www.northeastbec.com](http://www.northeastbec.com)) for section-by-section guidance on what information should be included in your business plan and how to find the required information.

## 2. Employee or Self-Employed?

Before launching your business, you need to assess whether you will be considered a self-employed contractor or an employee by the Canada Revenue Agency. For many entrepreneurs, this is very clear-cut. However, for anyone planning to work as a contractor - for example, construction, technical writing, consulting, IT - the distinction between self-employed and employee can be challenging. This employment status affects how you are treated by legislation and the legal obligations of the parties involved.

There are four key points used by the CRA to identify whether you are an employee or self-employed:

	Self-Employed Contractor	Employee
Control	<ul style="list-style-type: none"> <li>You decide where, when, and how the work will be done;</li> <li>You are responsible for planning the work;</li> <li>You set your hours of work and establish standards to be met</li> </ul>	<ul style="list-style-type: none"> <li>Employer has the right to control your activities</li> <li>Employer sets the wage or salary</li> <li>Employer determines the time, place, and manner in which work is done</li> </ul>
Ownership of tools	<ul style="list-style-type: none"> <li>You supply your own major equipment or large tools, either through purchase or rent</li> <li>You risk incurring losses associated with replacing or repairing equipment</li> </ul>	<ul style="list-style-type: none"> <li>Employer provides major equipment or large tools</li> <li>Employer risks incurring losses associated with replacing or repairing equipment</li> </ul>
Chance of profit/ risk of loss	<ul style="list-style-type: none"> <li>You are financially involved in the business relationship</li> <li>You may make a profit or incur a loss depending on how the work goes (bad debts, equipment damage, delays)</li> <li>You cover operating costs</li> </ul>	<ul style="list-style-type: none"> <li>You are not financially involved in the business relationship</li> <li>Your income from the relationship is not affected by the work (within reason)</li> <li>Employer covers operating costs</li> </ul>
Integration	<ul style="list-style-type: none"> <li>You integrate the payer's activities into your commercial activities</li> <li>You have multiple clients</li> <li>A written contract is in place governing your business relationship</li> </ul>	<ul style="list-style-type: none"> <li>Your activities are integrated into the commercial activities of the payer</li> <li>Employer is your only client</li> <li>No contract is used</li> </ul>

For more information about the difference between being an employee or a self-employed worker, visit the [Canada Revenue Agency's Employee or Self-employed](#) webpage.



### 3. Determining Your Business Structure

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Your **business structure** or **legal form** is how your business entity is defined according to the legal system. The legal form you select will have implications for business/personal liability, taxation, and start-up costs; therefore, it is important to select the form that will suit you and your business needs best.

#### Sole Proprietorships

**Sole proprietorship:** A sole proprietorship is a business owned and operated by a single individual, with no formal business structure established and no legal distinction between the owner and the business.

Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Quick, easy, and inexpensive to start</li><li>• Lowest amount of reporting/ regulations</li><li>• Direct control of decision-making</li><li>• All profits go directly to you</li><li>• No additional income tax forms: you declare business income on your personal income tax form</li><li>• Name registration process is quick and easy</li></ul>	<ul style="list-style-type: none"><li>• Unlimited liability: owner is personally responsible for all business debts and <b>liabilities</b></li><li>• Lack of continuity for your business if you need to be absent</li><li>• Income is taxed at personal rate (this may put you in a high tax bracket if your business is profitable)</li><li>• Can be difficult to raise <b>capital</b></li><li>• Name registration process is not exclusive</li></ul>

## Partnerships

**General Partnership** or **Limited Partnership**: A general partnership is a legally structured business and agreement between two or more people who equally share responsibility and liability. A limited partnership is a form of partnership similar to a general partnership, except that in addition to one or more general partners, there are one or more limited partners. A limited partnership limits both the liability and the participation of the limited partners (often investors).

Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Quick, easy, and inexpensive to start</li><li>• Low reporting requirements</li><li>• Sharing of start-up costs, pooling of expertise and resources</li><li>• Control and decision-making power for the business shared amongst partners</li><li>• Few additional income tax forms: you declare business income on your personal income tax form</li><li>• Name registration process is quick and easy</li></ul>	<ul style="list-style-type: none"><li>• Unlimited liability: partners are personally responsible for all business debts and <b>liabilities</b></li><li>• You are financially responsible for business decisions made by your partner</li><li>• Possible conflict amongst partners on business-related decisions</li><li>• Income is taxed at personal rate (this may put you in a high tax bracket if your business is profitable)</li><li>• Name registration process is not exclusive</li></ul>

A note on partnerships: It is strongly recommended that any individuals entering into a business partnership sign a **partnership agreement**. This agreement should outline the following:

- Each partner's roles and responsibilities within the business
- The amount of equity invested by each partner
- The partners' pay and compensation; sharing of profits and loss
- Provisions for changes to or the dissolution of the partnership
- A dispute settlement clause
- The settlement in case of death or total permanent disablement
- Restrictions of authority and expenditures per partner
- Length of the partnership

Templates of these partnership agreements can be found online (for example, from [Entrepreneur.com](http://Entrepreneur.com) and [MaRS](http://MaRS)) which you can modify for your individual needs; once you have developed a solid draft, bring it to a lawyer to be reviewed.

## Corporations

**Corporation:** A corporation is a legal entity separate from its owners (**shareholders**). A business can be incorporated at the federal or provincial/ territorial level. Federal incorporation provides increased business name protection and wider rights to carry on business. For more information regarding incorporating federally, visit [Corporations Canada](#). For more information regarding incorporating provincially, visit [Service Ontario](#).

Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Personal liability is limited to the amount invested in the company, otherwise liability rests with the corporation</li><li>• Business' existence continues independent of shareholders, ownership is transferable</li><li>• Possible tax advantage - corporate income tax rates may be lower than personal tax</li><li>• Income splitting – a shareholder does not have to be involved in the company to receive dividends</li><li>• Income control – you can determine what you receive as a <b>salary</b> versus as <b>dividends</b></li><li>• You can raise <b>capital</b> by selling <b>shares</b></li><li>• Incorporating under a name provides name exclusivity</li></ul>	<ul style="list-style-type: none"><li>• More expensive and time-consuming to set-up than sole proprietorships or partnerships</li><li>• Corporations are closely regulated and require extensive records maintenance</li><li>• Limited liability is only as good as the corporation's credit – if you cannot borrow money under the corporation, a lender may require you to provide a personal guarantee, thus eliminating this advantage for your corporation</li><li>• Possible conflict between shareholders and directors</li></ul>

## Co-operatives

**Co-operative:** A co-operative is an organization owned by the members who use its services or are employed there. They provide consumers with a distinct values-based and community-owned and controlled alternative. Co-operatives are democratically controlled and regulated by special provincial and federal legislation. Read more about starting a co-operative in Canada with the [Canada Business Network](#).

Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Owned and controlled by members</li><li>• Democratic control (one member, one vote)</li><li>• Limited liability</li><li>• Distribution of profit amongst members</li></ul>	<ul style="list-style-type: none"><li>• More expensive and time-consuming to set-up than sole proprietorships or partnerships</li><li>• Longer decision-making process; possible conflict among members</li><li>• Co-operatives are closely regulated and require extensive records maintenance</li></ul>

## Joint Ventures

Another legal structure some businesses pursue is a **joint venture**. This is similar to a partnership, except it is a relationship created to carry out a specific project for a set period of time in order to use their joint resources more efficiently for individual gain (as opposed to a partnership, in which partners act together for mutual gain). Read more about joint ventures with [Info Entrepreneurs](#).

## Social Enterprises

A **social enterprise** is a for-profit business motivated by a social mission. It is not a separate legal form: a social enterprise can be a sole proprietorship, partnership, corporation, or joint venture. What separates a social enterprise from any other business is a core motivation to contribute to the common good via a social or environmental mission. To read more about social enterprises, visit [www.socialenterprisecanada.ca](http://www.socialenterprisecanada.ca).

## Changing Legal Forms

If you plan to change the legal status of your business - for example, from a sole proprietorship to a partnership, or from either to a corporation - there are steps to take to ensure you change consistently and correctly in the eyes of the law and the government. Read about changing your business status with the [Canada Revenue Agency](#).

## 4. Naming Your Business

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Naming your business is a significant decision with long-term implications. The right name can be an effective advertising tool that attracts customers and increases your profile. The wrong name could be forgettable or confusing, and can actually drive away customers. When choosing your business name, consider:

- Does it describe the product or service you offer?
- Does it reflect the **values** of your business?
- Is it distinctive?
- Can customers easily identify and remember it?
- Are you legally allowed to use it?

### Searching Your Business Name

Entrepreneurs are encouraged to use free online search engines (like Google) to informally determine whether their business name is already in use or has unknown affiliations or connotations.

For sole proprietorships or partnerships, you may choose to conduct a formal business name search online through Service Ontario. This search identifies businesses registered in Ontario with names similar or identical names to yours. The search results are informational only – it does not indicate that business names are trademarked or in any other way protected. The search costs between \$8 and \$26, depending on the type of search you choose. You can conduct this search at [www.ontario.ca/page/business-name-registration](http://www.ontario.ca/page/business-name-registration)

If your business is going to be incorporated, you must meet very specific requirements when selecting your name. Your name cannot be the same or very similar to an existing corporate name or **trademark**. When you decide to incorporate your company (provincially or federally) as a named for-profit company, you must complete a NUANS corporate name search and submit the associated report as part of your corporate name application. The cost of creating your own NUANS report is \$21.47 plus applicable taxes. Numbered companies are not required to complete a NUANS corporate name search. This search is done at [www.nuans.com](http://www.nuans.com).

## Web Domain Name

Before you register your business name, give some thought to your online presence as well. Even if you are not planning to establish a website immediately, you may want to do so in the future. As with your business name, you'll want your **domain name** to be unique and distinctive.

- If someone else already owns the rights to the web domain name you have selected, you may end up sending a lot of business their way or making it difficult for customers to find you. If the domain is already taken, you may wish to choose a different business name.
- If your business name is very long, you might want to think about having a shortened version of it for your domain name, which will be easier to remember and to type.
- Think about what category of domain extension you might want; for example, .ca (Canadian), .com (commercial), .org (organization), or another extension.
- Take a close look at your domain name, especially if you are combining words or using phrases. Because there are no spaces in a domain name, you do not want any unintentional meanings to crop up.

You can learn more about selecting and registering domain names from the Canada Business Network: [www.canadabusiness.ca/eng/page/3453](http://www.canadabusiness.ca/eng/page/3453). You can also search for domain name availability using websites such as the following:

- The Canadian Internet Registration Authority: [www.cira.ca](http://www.cira.ca)
- Go Daddy Canada: [www.godaddy.com](http://www.godaddy.com)

## Master Business Licence and Registering Your Business Name

Under Ontario's Business Names Act, you must register your business name (**operating name**) with the province if you are operating a business under a name other than the legal name of the owner of the business. Registration applies to:

- Sole proprietors who are operating a business that is different from the owner's name. For example, a business named "Sue Smith" does not need to be registered. A business named "Sue Smith's Heating and Cooling" does.
- Partnerships (except for partnerships operating under the Limited Partnerships Act).
- Corporations who are doing business under a different name than their corporate name.

Registration provides you with a Master Business Licence that lasts for five years at a cost of \$60.00, to be paid online via credit card only. It is the business owner's responsibility to keep his or her Master Business Licence current, by cancelling it if the business closes or renewing it after five years. The government does not provide notices to inform business owners of Master Business Licence expirations. You can visit The Business Enterprise Centre for assistance with your registration, or do it yourself online at the [Government of Ontario's ONE-Source for Business](#).

**\*\*\*The Business Enterprise Centre offers free assistance with Master Business Licences.\*\*\***

## Business Name Protection and Trademarks

There is a great deal of confusion about business name protection and exclusivity. A business which registers a business name (operating name) via a Master Business Licence is legally allowed to operate under that name in the province of Ontario. However, this is not an exclusive right. Other businesses may also register for and operate under the same name. There is no requirement that a name registered via a Master Business Licence be unique.

The only businesses with a legal form that has built-in protection for their business names are named corporations (corporations operating under the same name they incorporated under). This is why a NUANS name search is used prior to naming a corporation.

Some businesses, particularly those with a high value associated with their name and brand, choose to **trademark** their name. This provides legal protection, stopping others from using or imitating your name and brand. For more information about obtaining a trademark registration for your business, see the Canadian Intellectual Property Office website: [www.cipo.ic.gc.ca](http://www.cipo.ic.gc.ca).

## 5. Choosing and Establishing a Location

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### Choosing Your Business Location

When choosing a business location, consider the following points:

- What size, layout, location, and appearance do you require to conduct business?
- What features do you require (i.e. parking, accessible entrance, loading bays, land servicing, etc.)?
- What can you afford?
- What are your customers expecting and comfortable with?
- Does it allow for future growth?
- What do you want versus what do you need?
- Am I legally allowed to operate a business here? See By-laws and Zoning page 20.

There are two basic types of business locations: brick and mortar and home-based.

A **‘brick and mortar’** refers to a physical location. This could be a commercial space that you have purchased or leased, or space that you have co-located in with another business. The benefits of a brick and mortar location include that it is often easily accessible to customers, it contributes a measure of legitimacy, and it allows you to separate home from work. The disadvantage of a brick and mortar location is that it tends to have the highest overhead costs: whether your business is opened or closed, busy or slow, you will still have expenses associated with the premises.

A home-based business is a business using the owner’s home as headquarters. The business may use the home to deliver products and services, as the home office for an on-site business (for example, a general contractor), or as the headquarters for an online business. While some online businesses may not have any requirement for a physical space, all businesses are required to having a mailing address for the Canada Revenue Agency, and thus are considered home-based. The benefits of a home-based business include lower overhead costs, possible tax deductions on household costs, and convenient access between work and home. However, a home-based business can be unattractive to customers and undermine your legitimacy depending on your business sector.

For more information, visit the [Canada Business Network’s Choosing a Location](#) webpage.



## Renting a Space

Many businesses operated out of rented space. While considering options, remember to identify what costs you will have associated with your rental: are you required to cover utilities? Internet? Services? Do you need to provide a security deposit? You should also find out whether the space is zoned to allow your business activities.

If you are renting premises that require modification, you will need to negotiate with the owner. Ensure that your lease agreement specifies what needs to be done, with clear deadlines and penalties for not completing work on time.

All of this information should be included in a commercial lease agreement. Your lease agreement is a legally binding contract defining the relationship between the landlord and the tenant. It covers the lease term, rent cost, space and services covered, permitted business activities, who is responsible for repair costs and leasehold improvements, and agreements about subletting, insurance, property taxes, utilities, signage, and so forth. You are encouraged to seek legal counsel to ensure that your business needs are met by the rental agreement before signing.

For more information, visit the [Canada Business Network Signing a Commercial Lease](#) webpage.

## Inspection Requirements

Your business location and activities may require inspection before you are allowed to operate.

Generally, any business that is doing construction or renovations on their premises which require a building permit will also need to be inspected by a Building Inspector. Some municipalities may have different requirements, so it is recommended to check with your municipal government prior to commencing any construction or renovations.

It is also recommended that all businesses operating in enclosed spaces (as opposed to an outdoor site) are inspected by a Fire Inspector. This is also a requirement for many municipal licences. Contact your local fire department for more information.

Similarly, all owners of **enclosed workplaces** and **enclosed public places** are advised to contact the Porcupine Health Unit for no-smoking signage. In accordance with the Smoke Free Ontario Act, all businesses are required to post no-smoking signs at all entrances/ exits and washrooms. This signage is provided by the Porcupine Health Unit.

You are required to contact the Porcupine Health Unit prior to opening any of the following businesses:

- Food premises
- Public pools/ splash pads/ spray pads/ wading pools
- Public spas
- Licenced day nurseries
- Long-term care facilities, retirement homes, hospitals
- Recreational camps
- Work camps in unorganized territories (i.e. outside municipal boundaries)
- Personal services settings, including tanning bed premises and aesthetic services
- Tobacco vendors and vendors of e-cigarettes
- Owners of [enclosed workplaces](#) and [enclosed public places](#) (regarding the Smoke Free Ontario Act)
- Any business using water from a source other than municipal water

For more information, contact the [Porcupine Health Unit](#).

## Home-Based Businesses

Many businesses operate out of the owner's place of residence. While this is a common practice, certain measures must be taken to ensure the business is in compliance with municipal, provincial, and federal rules and regulations. The following points must be considered for any home-based business:

- Municipal requirements: communicate with your municipal government prior to establishing your home-based business. Many municipalities have by-laws stipulating zoning, signage, and parking for home-based businesses.
- Home insurance: regular home insurance does not cover your business activities. In fact, operating a home-based business may contradict your current insurance policy. Many insurance brokers offer home-based business coverage as an extension of your home insurance. Contact your home insurance provider before you launch your business.
- Property tax and household costs: You may be able to claim tax deductions when you use your home as a place of work. For example, a portion of property taxes, utilities, repairs and maintenance, home insurance and a portion of your mortgage interest or rent can be claimed as your business expense. However, you must be cautious and accurate to ensure that the portion you are deducting is accurate and demonstrable. For more information, visit the [Canada Revenue Agency Work-space-in-the-home expenses](#) page.

## Complying with Ontario's Accessibility Laws

According to Ontario's accessibility laws, all employers are required to:

- Provide **accessible** customer service
- Provide accessible emergency and public safety information
- Provide accessible emergency information to staff
- Train staff on Ontario's accessibility laws
- Make it easy for people with disabilities to provide feedback when asked (for example, via surveys or comment cards)

Beyond these basic requirements, there are additional requirements for businesses in different size categories: 1-19 employees, 20-49 employees, and 50+ employees (this category is also required to make websites accessible). Additional requirements are being rolled out in 2017 and 2018. Learn about what requirements apply to your business at the [Ontario Accessibility Rules for Business and Non-Profits](#) webpage.

## 6. Municipal Licencing and Permits

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Depending on the type of business you operate, you may be required to obtain one or more municipal **licences**. The cost of municipal licences ranges, but can be from \$75 to \$920.

For more information on Timmins municipal licencing, contact:

Licencing Department  
220 Algonquin Boulevard East  
Timmins, Ontario P4N 1B3

705-360-2616  
[licensing@timmins.ca](mailto:licensing@timmins.ca)

## 7. By-laws and Zoning

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It is your responsibility as a business owner to ensure that your business activities are permissible according to municipal [by-laws](#) and [zoning](#). This should be done prior to registering your business. Municipal by-laws address topics such as billboards, fences, garbage disposal, noise, property standards, smoking, snow removal, and zoning.

Zoning is of particular importance to businesses as it is an integral part of the municipal land-use plan and dictates where commercial activities may and may not occur.

As a business owner, it is your responsibility to ensure that you can carry out the business activities in your location in accordance to your current zoning. If your activities contravene the current zoning, it *may* be possible to have the area re-zoned, depending on the activities in question.

For more information on City of Timmins bylaws, contact:

Clerks Department	T: 705-360-2614
220 Algonquin Boulevard East	E: <a href="mailto:bylaw@timmins.ca">bylaw@timmins.ca</a>
Timmins, Ontario P4N 1B3	<a href="http://www.timmins.ca/city-hall/municipal-by-laws">www.timmins.ca/city-hall/municipal-by-laws</a>

For more information on City of Timmins zoning, contact:

Planning Department	T: 705-360-2624
220 Algonquin Boulevard East	F: 705-360-2678
Timmins, Ontario P4N 1B3	E: <a href="mailto:planning@timmins.ca">planning@timmins.ca</a>
	<a href="http://www.timmins.ca/residents/building-planning">www.timmins.ca/residents/building-planning</a>

## 8. Farms

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If your business is a farm, there is additional information regarding farm business registration, targeted grants and loans, soil testing, distribution channels, product regulations, and marketing boards that you need to know. The [Ontario Ministry of Food and Rural Affairs](#) (OMAFRA) is a great source of information for farm start-ups. You are also encouraged to contact the [Northeast Community Network](#) (NeCN) or the [Timmins Economic Development Corporation](#) (TEDC) for information.

## 9. Insurance

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All businesses require some form of insurance, and most require multiple forms. Insurance provides a financial buffer against hardship by transferring the cost of a potential loss to the insurance company, in exchange for a fee.

Every business is advised to get, at minimum, \$2 million general liability insurance coverage.

Some other types of insurance that business owners frequently need include:

- Property insurance
- Errors and omissions insurance
- Accounts receivable insurance
- Employee health insurance/ benefits
- Business interruption insurance
- Commercial auto insurance
- Worker's compensation
- Professional liability insurance
- Directors and officers insurance
- Renter's insurance

Depending on your insurer, some of these insurance policies may be bundled in a business owner's policy.

## 10. Opening a Business Bank Account

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Most businesses owners require a business bank account, where deposits and withdrawals can be made in their business' name, rather than their own. The term 'bank' here refers to a bank, caisse populaire, or credit union.

First, contact your bank of choice to determine the account option that would be best for you. To open the account, you will require documentation providing evidence of the legitimacy of your business. The documentation varies based on legal structure. Sole proprietors and partnerships are required to provide their Master Business Licence. Corporations must provide their certificate of incorporation and occasionally other documents depending on their individual circumstances. Contact your bank in advance to determine what documents you will need to provide.

# OPERATING YOUR BUSINESS

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## 1. Canada Revenue Agency's (CRA) Business Number (BN) Accounts

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The CRA's **business number** (BN) is a numbering system that simplifies and streamlines how businesses interact with the federal and provincial government. Your BN allows you to utilize four regulated business accounts: Harmonized Sales Tax (HST), Payroll, Corporate Income Tax, and Export/ Import.

You can register for your BN and the associated accounts:

- By telephone at 1-800-959-5525
- Online at [www.cra-arc.gc.ca/bn](http://www.cra-arc.gc.ca/bn)

**\*\*\*The Business Enterprise Centre offers free assistance with BN registration.\*\*\***

### Harmonized Sales Tax (HST)

**Harmonized Sales Tax (HST)** is the 13% tax applied to most products and services on behalf of the provincial and federal government. Businesses are not required to register for HST until they reach \$30,000 in gross revenue in their last four quarters of operation. However, even if your sales do not reach this amount, there are benefits to voluntarily registering for HST. As a business registered for HST, you can get credits for any equipment and supplies you purchase. Also, if your main clientele is other businesses, they may prefer that you are registered with the CRA. Note that once you register for HST, you must collect it and **remit** it to the government either monthly, quarterly, or annually. Reporting is required even if you have no sales.

### Corporate Income Tax Account

Generally, corporations conducting business through a permanent establishment in Ontario are subject to both federal and Ontario **Corporate Income Tax**. This account facilitates the calculation and payment of your corporate income tax. The tax rates apply to taxable income allocated to Ontario. Small businesses and businesses involved in manufacturing, processing, fishing, farming, mining, and logging are eligible for reduced tax rates or tax credits.

## Import/ Export Program Account

If your business is involved in importing and exporting, you are strongly encouraged to register for an [Import/ Export Program Account](#). This account is used to process customs information and streamline the transfer of goods over the Canadian border. To avoid delays in releasing your goods at the border, open your program account before you import or export goods. Note: if your business will be exporting products/ services internationally, there are additional support programs and resources available to you. Visit The Business Enterprise Centre to learn more.

## Payroll Program Account

A [Payroll Program Account](#) is an account number assigned to an employer, a trustee or a payer of other amounts related to employment. You are required to register for a Payroll Program Account before the first remittance due date. Your first remittance due date is the 15th day of the month following the month in which you began withholding deductions from your employee's pay. Remittances include Canada Pension Plan and Employment Insurance deductions. Read more about these costs in the Mandatory Employment-Related Expenses (MERCs) section.

## 2. Legal Obligations of Employers

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If you plan to hire employees, you should take some time to learn your legal obligations prior to hiring. For more information, visit [Canada Business Ontario](#).

### Hiring and Termination Practices

When you hire a new employee, you must ensure that your recruitment and interviewing practices are not [discriminatory](#). You also have legal obligations concerning the creation of an employee record, verification of social insurance numbers, and completion of tax forms for payroll purposes. For more information about hiring requirements, see the [Canada Business Network Hiring Requirements](#) webpage.

When terminating an employee, you have legal obligations to provide either written notice of termination, termination pay, or a combination. There are some situations when an employer does not have the legal right to terminate employment, such as a termination resulting from an employee's questioning of or refusal to work based on their legal rights. For more information about terminations, see the [Ministry of Labour's Termination of Employment](#) webpage.

## Workplace Health and Safety

As an employer, you have an obligation to comply with certain regulations and standards for the safety of your workplace. It is your responsibility to take every precaution reasonable to protect your workers and establish a strong health and safety culture. This includes protecting your employees from unsafe working conditions and workplace violence and harassment. Employees have the legal right to refuse unsafe work without reprisal from their employers.

For more information, see the [Ministry of Labour Guide to the Occupational Health and Safety Act](#) and visit the [Canada Business Network Workplace Health and Safety Regulations](#) webpage.

## Employment Standards

The federal and provincial government established employment standards to ensure that employees are treated fairly and consistently. The most common standards include:

- Hours of work: there are daily and weekly limits on hours of work, and conditions that can be met to allow employees to work more.
- Minimum wage: most employees are entitled to be paid at least the minimum wage.
- Overtime: overtime is usually payable after 44 hours of work in a week. The overtime rate of pay must be at least  $\frac{1}{2}$  x the regular rate of pay.
- Payday: employees must be paid on a regular payday and receive a formal wage statement.
- Public holidays: most employees are entitled to take public holidays off work and be paid at the public holiday pay rate.
- Vacation time and vacation pay: see *Vacation Pay* on page 26.
- Leaves of absence: employers must provide job-protected unpaid leaves of absence including pregnancy and parental, family caregiver, and personal emergency leave.

For detailed information about employment standards, visit the [Ministry of Labour's Employment Standards in Ontario](#) webpage. Follow this link for a guide to the full [Employment Standards Act](#).



## Pay Equity

**Pay equity** was made law to reduce the wage gap that exists between men's and women's wages. The law requires that the value of jobs usually done by women be compared to the value of jobs usually done by men, and those of equal or comparable value must be paid at least the same. If you employ 10 or more people, your business must pay your male and female employees the same salary for equal or comparable work.

For more information, read the [Pay Equity Guide to Interpreting Ontario's Pay Equity Act](#).

## Personal Information Protection

In the course of hiring and employing an individual, you will have access to your employees' personal information. You are legally obliged to protect this information and maintaining your employees' privacy. To read about your obligations, visit the [Office of the Privacy Commissioner of Canada Privacy in the Workplace](#) webpage.

## Employment Reporting Requirements

Employers are legally obligated to report employee information for tax purposes. This include filing an information return (T4) outlining all salary, wages, tips or gratuities, bonuses, vacation pay, employment commissions, or other remuneration. You can read more about T4s at the [Canada Revenue Agency's Filing the T4 Slip and Summary](#) webpage.

Your obligations also include completing a record of employment (ROE) whenever an employee stops working (defined as any interruption in earnings, such as dismissal or leave of absence). You can read more about ROEs at the [Government of Canada How to complete the Record of Employment](#) webpage.

### 3. Mandatory Employment-Related Expenses (MERCs)

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When deciding whether to hire employees, many new business owners think solely of the employees' wages. There are many expenses that are frequently forgotten. This section outlines the mandatory expenses associated with employment.

#### Payroll Deductions

If you have employees, you are legally obligated to deduct [Employment Insurance \(EI\)](#) and [Canada Pension Plan \(CPP\)](#) contributions from their pay. You are also legally obligated to contribute to both EI and CPP on behalf of every employee.

EI deductions are calculated at an annual rate to a maximum annual premium. The rate and annual premiums change from year to year. However, the employer contributions are set at **1.4 times** the amount of EI premiums deducted from employees. For more information or assistance calculating EI, visit the [Canada Revenue Agency's Employment Insurance](#) webpage.

CPP deductions are also calculated at an annual rate to a maximum employee contribution. The rate and annual maximums changes from year to year. Employer contributions are set to a **matching contribution**: the amount you contribute as an employer matches the amount paid by the employee. For more information or assistance calculating CPP, visit the [Canada Revenue Agency's Canada Pension Plan](#) webpage.

#### Vacation Pay

Under the Employment Standards Act in the province of Ontario, most employees are entitled to receive two weeks of vacation for each 12 months of employment, whether or not active. Vacation is earned as a percentage of time worked, so if an employee leaves the company before receiving their first year's vacation allotment, the employer must pay out the earned vacation on a **pro-rated** basis. Vacation pay is legally required for wage employees, at a rate of **4% of gross wages**. Salaried employees usually receive paid vacation days in place of vacation pay.

For more information on vacation pay, visit the [Ontario Ministry of Labour's Vacation](#) webpage.

## Self-Employed MERCs

Self-employed individuals (business owners) are not exempt from employment-related expenses. Business owners are also legally required to contribute to the Canada Pension Plan. Employees and employers divide their CPP contributions evenly, while self-employed individuals are required to pay the fully amount when they file their income tax returns. For more information, visit the [Government of Canada's Contributions to the Canada Pension Plan](#) webpage.

Self-employed individuals are not required to pay into EI. This means that they cannot claim EI benefits. The Government of Canada offers a voluntary program called Employment Insurance special benefits for self-employed people, which offers self-employed individuals the opportunity to pay into EI and later apply for maternity benefits, parental benefits, sickness benefits, compassionate care benefits, and benefits for parents of critically ill children. Note that any owner who registers for Employment Insurance is ineligible to apply for the insurance until at least 12 months after registering, and once benefits are used, you cannot opt out of future payments. Research carefully to see if this program is the right fit for you. For more information, visit the [Government of Canada's EI Special Benefits for Self-Employed People](#) webpage. For eligibility information, visit: [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca).

## Workplace Safety and Insurance Board (WSIB)

The Workplace Safety and Insurance Board (WSIB) administers compensation and no-fault insurance for Ontario workplaces. WSIB offers no-fault collective liability insurance to employers and loss-of-earnings benefits and health care coverage to employees.

If your business has employees, you are legally obligated register for WSIB coverage within ten days of hiring your first employee. Your premium rate is determined by your business sector and your actual fees are calculated using your gross annual payroll.

Self-employed individuals are not obligated to get WSIB coverage, **except for those operating in the construction industry**. WSIB coverage is mandatory for all independent operators working in construction.

For other self-employed individuals, you may choose to opt-in to personal coverage with WSIB in case of workplace injury. As this is optional, you should consider comparing WSIB coverage rates with comparable insurance offered by an alternative insurance provider.

For information on WSIB, including premium rates and registration, visit [www.wsib.on.ca](http://www.wsib.on.ca).

## Employer Health Tax (EHT)

Some Ontario employers are legally obligated to pay the Employer Health Tax (EHT). Businesses with a gross annual payroll less than \$450,000 are exempt from this tax. Businesses with a gross annual payroll in excess of this amount are likely required to pay this tax, which is calculated based on tax rates applied to the business' gross annual payroll. For more information on the Employer Health Tax, visit the [Ontario Ministry of Finance's Employer Health Tax](#) webpage.

## 4. Income Tax

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The majority of businesses must pay income tax. This section describes how each legal form pays income tax. For more information on your business income tax, contact:

The Canada Revenue Agency (CRA): 1-800-959-5525 or [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

### Sole Proprietorship

A sole proprietor pays taxes by reporting income (or loss) on T1 income tax and benefit return. The income (or loss) forms part of the sole proprietor's overall income for the year. As a sole proprietor, you may have to pay your income tax by installments. You may also need to make installment payments for CPP contributions on your own income. Remember to budget for these payments.

If you are a sole proprietor, you have to file a T1 return if you:

- have to pay tax for the year;
- disposed of a capital property or had a taxable capital gain in the year;
- have to make CPP payments on self-employed earnings or pensionable earnings for the year;
- want to access EI special benefits for self-employed persons; or
- received a demand from the CRA to file a return.

You also need to file a return if you are claiming an income tax refund, a refundable tax credit, a GST/HST credit, or the Canada child tax benefit. You may also be entitled to receive provincial tax credits. The list above does not include every situation where you may have to file.

## Partnership

A partnership by itself does not pay income tax on its operating results and does not file an annual income tax return. Instead, each partner includes a share of the partnership income (or loss) on a personal, corporate, or trust income tax return. You do this whether or not you actually received your share in money or in credit to your partnership's capital account. There are a number of financial statements you must provide or forms you must complete depending on your specific business activities.

## Corporation

A corporation must file a corporation income tax return (T2) within six months of the end of every tax year, even if it does not owe taxes. It also has to attach complete financial statements and the necessary schedules to the T2 return. A corporation usually pays its taxes in monthly installments.

## Tax Deductible Expenses

As a business owner, expenses incurred on behalf of your business (such as advertising, depreciation on equipment, property taxes, rent, vehicle expenses, etc.) can be deducted from your income and result in a reduction of your taxable income. For a complete list of **deductible** expenses and further explanation on how to deduct expenses, refer to the [Canada Revenue Agency's Business Expenses](#) webpage.

# FUNDING, FINANCING, AND SUPPORT OPTIONS

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There are a wide variety of government, not-for-profit, and private sector institutions that can provide resources and support to your business. This section lists many of the organizations and programs available to entrepreneurs in northeastern Ontario. However, programs are always changing and evolving. It is best to discuss your business with a Business Development Consultant to learn what options are available for you.

You can also research funding and financing options at these two sites:

- **Canada Business Network:** this website helps you find government and non-governmental organization grants, loans, and financing options. Visit [www.canadabusiness.ca](http://www.canadabusiness.ca).
- **Concierge:** this website helps connect you to funding, expertise, facilities, and global opportunities to help you grow your business, with a strong emphasis on innovative business activities. Visit [www.concierge.innovation.gc.ca](http://www.concierge.innovation.gc.ca).

Most funding and financing options require business owners to develop a business plan and cash flow projection. For guidance on developing these documents, refer to *The Business Enterprise Centre's Guide to Writing Your Business Plan* and *The Business Enterprise Centre's Guide to Projecting Your Financial Statements*, available on our website at [www.northeastbec.com](http://www.northeastbec.com), and talk to a Business Development Consultant.

## 1. Funding and Financing Programs and Projects

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Some programs that offer funding, financing, and support to entrepreneurs are listed below. Please note that these programs are continually changing and evolving. Many have specific application intake periods and project lifespans. New projects are frequently launched and others are completed. Contact a Business Development Consultant to discuss how these programs may benefit you.

- **Broadband for E-Business & Marketing (BEAM) Program:** helps alleviate some of the costs associated with implementing or upgrading E-business applications. See [www.neonet.on.ca](http://www.neonet.on.ca) for more information.
- **Canada Ontario Job Grant (COJG):** provides direct financial support to employers seeking to purchase training for their employees. Visit [www.tcu.gov.on.ca](http://www.tcu.gov.on.ca) to learn more.
- **Entrepreneurs Francophone Plus (EFP):** assists Francophone private sector entrepreneurs with funding for marketing and youth internships. For more information, see [www.northclaybelt.com](http://www.northclaybelt.com).

- **Growing Forwards 2:** provides support to businesses in the agri-food and agri-products sector. See [www.omagra.gov.on.ca](http://www.omagra.gov.on.ca) for more information.
- **Mining Supply and Services Export Assistance Program:** helps Northern Ontario mining supply and services companies penetrate new markets and increase their revenue streams. For more information, visit [www.mndm.gov.on.ca](http://www.mndm.gov.on.ca).
- **Northern Ontario Angels (NOA):** connects Northern Ontario entrepreneurs with the right investors and resources to help them build and grow their businesses. Visit [www.noeg.ca](http://www.noeg.ca) for more information.
- **Ontario Arts Council (OAC):** fosters the creation and production of art by offering funding programs for Ontario-based artists and arts organizations. See [www.arts.on.ca](http://www.arts.on.ca) for more details.
- **PARO Centre for Women's Enterprise:** a not-for-profit social enterprise which collaborates to empower women, strengthen small business and promote community economic development. For more information see [www.paro.ca](http://www.paro.ca).
- **Small Business Assessment, Monitoring, and Planning (STAMP) Program:** assists business identify and overcome ICT-related obstacles. Visit [www.neonet.on.ca](http://www.neonet.on.ca) for more details.
- **Starter Company:** helps young entrepreneurs ages 18-29 to start, expand, or purchase a business. For more information, visit [www.northeastbec.com](http://www.northeastbec.com).
- **Summer Company:** assists young entrepreneurs ages 15-29 who are returning to school in the fall to operate their own business for the course of a summer. Learn more at [www.ontario.ca/SummerCompany](http://www.ontario.ca/SummerCompany).

## 2. Banks, Caisse Populaires, and Credit Unions

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One of the most common financiers for businesses is a bank, caisse populaire, or credit union. These organizations may be a source for a term **bank loan** or a **line of credit**.

A term bank loan is an amount of money loaned to you by the bank with certain terms attached regarding interest rates (usually fixed) and your repayment schedule. A line of credit is an amount of money that you have access to draw upon as often as needed, as long as you do not exceed your limit. A line of credit usually has a minimum monthly payment with a variable interest rate.

Before making any decisions about bank loans or lines of credit, you should talk to a small business advisor at your bank. Their job is to help steer you through the banking system and help you find the right products for your needs.

### 3. Business Development Bank of Canada (BDC)

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The Business Development Bank of Canada (BDC) offers a wide range of services to help you grow your organization, such as a business loan to start or acquire a company or purchase commercial real estate or new equipment. You can also access consulting services to help you with your business plan or financial planning. BDC does not offer grants, interest-free loans or lines of credit.

For more information about project eligibility and available services, contact:

85 Pine Street South	1-888-463-6232
Suite 202	<a href="http://www.bdc.ca">www.bdc.ca</a>
Timmins, Ontario P4N 2K1	

### 4. Business Improvement Areas (BIAs)

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A business improvement area (BIA) is a geographic area in a municipality which provides business promotion and improvement functions within that area. BIAs are an excellent source of information for businesses considering locating in their jurisdiction. Learn about the Downtown Timmins BIA at [www.downtowntimmins.com](http://www.downtowntimmins.com).

### 5. Timmins Chamber of Commerce

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The Timmins Chamber of Commerce advocates on behalf of businesses, provide opportunities for networking and information sharing, and host workshops and seminars for member businesses. Contact the Timmins Chamber of Commerce at:

Timmins Chamber of Commerce  
76 McIntyre Road  
Schumacher, Ontario P0N 1G0  
705-360-1900  
[info@timminschamber.on.ca](mailto:info@timminschamber.on.ca)  
[www.timminschamber.on.ca](http://www.timminschamber.on.ca)



## 6. Community Futures Development Corporations (CFDCs)

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Community Futures Development Corporations (CFDCs) are federally funded organizations that support community economic development and small business growth. They work on economic development and community-based projects and provide assistance with business planning. They also provide access to capital for small and medium-sized enterprises.

The local CFDC is The Venture Centre, whose service area includes Timmins, Gogama, Foleyet, Mattagami First Nation, Shining Tree and Biscotasing.

The 101 Mall	705-360-5800
Suite #134	1-800-966-9461
38 Pine Street North	<a href="mailto:admin@venturecentre.on.ca">admin@venturecentre.on.ca</a>
Timmins, Ontario P4N 6K6	
<a href="http://www.venturecentre.on.ca">www.venturecentre.on.ca</a>	

## 7. Crowdfunding

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**Crowdfunding** is the practice of funding a project or venture by raising many small amounts of money from a large number of people, typically via the internet. Depending on your business idea and its popularity/ demand, this can be an effective way to raise funds to start your business. See the National Crowdfunding Association of Canada to learn more about this innovative new approach: <http://ncfacanada.org>.

## 8. Employment Options Emploi

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Employment Options Emploi, funded by the Ministry of Training, Colleges and Universities Employment Ontario, is available to all employers who operate and manage a registered business in Ontario. Employment Options Emploi is partnered with Northern College and Collège Boréal in the region. They offer: free access to job boards, recruiting and screening services, an employment resource library, apprenticeship information, referrals and incentives, and an interview room. For more information, visit [www.1job.ca](http://www.1job.ca) or [www.northernc.on.ca/employment-options](http://www.northernc.on.ca/employment-options).

## **9. FedNor**

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FedNor is a regional economic development organization which helps businesses through financial support, such as small loans delivered through CFDCs, financing for research and development, and support for manufacturers and youth internships. FedNor also offers business services such as assistance for business seeking to expand their exports and trade. For a full description of FedNor's business services, visit [www.fednor.gc.ca](http://www.fednor.gc.ca).

## **10. Futurpreneur**

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Futurpreneur is a national non-profit organization that provides financing, mentoring, and support tools to aspiring business owners aged 18-39. Futurpreneur delivers multiple programs targeted at youth, including innovation and new-to-Canada programs. For more information, visit [www.futurpreneur.ca](http://www.futurpreneur.ca).

## **11. Industrial Research Assistance Program (IRAP)**

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The Industrial Research Assistance Program (IRAP) is delivered by the National Research Council Canada. IRAP offers a variety of business services to help entrepreneurs accelerate the growth of their businesses through innovation and technology. IRAP services include industry technology advisory services, funding for innovative research and development projects, networking and linkages with industry experts and potential business partners, and a youth employment program for innovative projects involving technology research, development, and commercialization. Learn more at [www.nrc-cnrc.gc.ca](http://www.nrc-cnrc.gc.ca).

## 12. Métis Voyageur Development Fund (MVDF)

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The Métis Voyageur Development Fund (MVDF) is an independent Métis owned and controlled corporation founded in 2011 that provides funding and support for Métis businesses. Its mandate and structure permits it to provide more financing, at lower interest rates and with fewer restrictions than commercial lenders such as banks and credit unions. MVDF loans will cover up to 75% of projected business start-up or expansion expenses and requires a 10% owner's contribution. The MVDF offers on-going support for developing business plans and accessing professional assistance and on-going training and skills.

Eligible businesses must be more than 50% owned by a Métis citizen or a self-declared Métis individual living in Ontario.

For more information, contact the MVDF at:

346 Frank Street  
Ottawa, ON K2P 0Y1  
[www.mvdf.ca](http://www.mvdf.ca)

T: 613-301-8186  
TF: 1-855-798-0133  
E: [info@mvdf.ca](mailto:info@mvdf.ca)

## 13. Nishnawbe Aski Development Fund

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Nishnawbe Aski Development Fund (NADF) is an Aboriginal Financial Institution (AFI) providing financing, business support, and economic development services to indigenous businesses in northern Ontario. Its goal is to provide clients with the tools, resources, information and inspiration to successfully establish, expand, and manage their business. NADF offers financing, contribution financing, leasing, micro-lending, appraisal services, business support services, community strategic planning, and resource development to assist indigenous entrepreneurs to succeed. To learn more, contact NADF at:

251 Third Avenue  
Suite #9  
Timmins, Ontario P4N 1E2  
[www.nadf.org](http://www.nadf.org)

T: 705-268-3940  
1-800-461-9858  
F: 705-286-4034

#### **14. Ministry of Northern Development and Mines Regional Contacts & Offices**

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The Regional Economic Development Branch of the Ministry of Northern Development and Mines (MNDM) is comprised of six integrated area teams that form the focal point for economic development service delivery in northern Ontario. Located throughout the North, branch staff work with northern communities including First Nations, businesses, key economic sectors, and other stakeholders to provide one-stop access to economic development programs and services; promote government programs, assist clients in developing proposals, evaluate and monitor projects; support northern communities to identify and foster economic development opportunities; and provide local intelligence to support the development of new policies and programs.

705-235-1664 (General Inquiry)

1-866-711-8304 (redirects to local office)

[www.mndm.gov.on.ca](http://www.mndm.gov.on.ca)

#### **15. Mushkegowuk Council Employment & Training Service (METS)**

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The Mushkegowuk Council Employment and Training Service (METS) administers employment and training funds for business which are part of member First Nations communities.

METS' services include funding, resources, and support in the following areas:

- Employer services
- Employment assistant services
- Student placements
- Workplace-based training
- Targeted wage subsidies
- Workshops
- Job shadowing
- Coaching and mentoring
- Apprenticeship counseling
- Youth employment fund

For more information, contact METS through its parent organization, Mushkegowuk Council:

Mushkegowuk Council  
12 Centre Road  
P.O. Box 370  
Moose Factory, Ontario P0L 1W0  
[www.mushkegowuk.com](http://www.mushkegowuk.com)

Phone: 705-658-4222

Fax: 705-658-4250

## **16. Northern Ontario Heritage Fund Corporation (NOHFC)**

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The Northern Ontario Heritage Fund Corporation (NOHFC) offers funding and financing programs for businesses and not-for-profits. These programs are focused on developing innovative technologies, investing in infrastructure, bolstering collaboration, and building economic capacity. Funding and financing is offered to business in select sectors to assist with business start-up and expansion. Read through specific program descriptions at [www.nohfc.ca](http://www.nohfc.ca).

## **17. Productivity & Innovation Centre (PIC)**

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The Productivity & Innovation Centre (PIC) focuses on building innovation and productivity capacity within small to medium-sized enterprises (SMEs) across northeastern Ontario. PIC provides businesses with an opportunity to have their operations' productivity assessed by qualified business consultants. The Centre will also help SMEs move forward with commercialization of products and/ or initiatives, increasing their overall operational efficiencies. PIC can facilitate access to provincial/ federal innovation programming through the Ontario Network of Entrepreneurs (ONE), the Ontario Centres of Excellence, the Industrial Research Assistance Program (IRAP), and other sources to assist with all stages of business development.

4715 Highway 101 East  
B Wing – Northern College  
South Porcupine, Ontario P0N 1H0  
[www.picontario.ca](http://www.picontario.ca)

T: 705-269-1354  
F: 705-360-8537

# GLOSSARY

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**Accessible:** able to be accessed by all people, including people with disabilities, in a manner that respects their dignity and independence.

**Bank loan:** an amount of money loaned at interest by a bank to a borrower for a certain period of time.

**Brick and mortar:** a physical building used by a business for operations.

**Business Number (BN):** numbering system that simplifies and streamlines how businesses interact with the federal and provincial government.

**Business plan:** a document that summarizes the operational and financial objectives of a business and contains detailed plans and budgets.

**Business structure:** (aka Legal Form) the definition of a business entity according to the legal system, in order to shape and administer the commercial law and regulations governing the business entity.

**Bylaws:** a regulation or ordinance made by a local authority.

**Canada Pension Plan (CPP):** part of Canada's retirement income system, which is responsible for paying retirement or disability benefits.

**Capital:** wealth in the form of money or other assets owned by a person or organization or available or contributed for a particular purpose such as starting a company or investing.

**Co-operative:** an organization owned by the members who use its services or are employed there. Co-ops and credit unions provide consumers with a distinct values-based and community-owned and controlled alternative. Co-operatives are democratically controlled and regulated by special provincial and federal legislation.

**Corporate income tax:** tax that a company must pay on its profits.

**Corporation:** a form of business organization which is chartered by a state and given many legal rights as an entity separate from its owners. A corporation is characterized by the limited liability of its owners and company ownership via shares.

**Crowdfunding:** the practice of funding a project or venture by raising many small amounts of money from a large number of people, typically via the Internet.

**Deductible:** able to be deducted, especially from taxable income or tax to be paid.

**Discriminatory:** making or showing an unfair or prejudicial distinction between different categories of people or things, especially on the grounds of race, age, or sex.

**Dividends:** a sum of money paid regularly (typically quarterly) by a company to its shareholders out of its profits (or reserves).

**Domain name:** the part of a network address that identifies it as belonging to a particular domain.

**Employment Insurance (EI):** an unemployment insurance program in Canada that allows individuals who have recently lost a job to receive temporary financial assistance. It can also be extended to individuals who are unable to work due to illness or who are caring for a young child or a seriously ill family member.

**Enclosed public places/ enclosed workplaces:** the inside of any place, building, or structure or vehicle or conveyance or any part of them that is covered by a roof and to which the public or employees are ordinarily invited or permitted access.

**Financing:** funds provided for business activities, making purchases or investing. Financial institutions and banks are in the business of financing as they provide capital to businesses, consumers and investors to help them achieve their goals. Financing usually occurs in the form of loans which must be repaid with interest.

**Funding:** money provided, especially by an organization or government, for a particular purpose. Funding usually occurs in the form of grants with associated conditions, which do not need to be repaid as long as the conditions are met.

**General partnership:** a legal structure and agreement between two or more people who equally share responsibility and liability. This is simple and inexpensive to create and operate. The partners are personally liable for any business debts.

**Harmonized Sales Tax (HST):** the 13% tax applied to most products and services in Ontario on behalf of the provincial and federal government.

**Import/Export Program Account:** account used to process customs information and streamline the transfer of goods over the Canadian border.

**Joint venture:** A business activity shared by two or more business entities. The joint venture's activities must be finite in terms of either time or scope.

**Legal form:** (aka Business Structure) the definition of a business entity according to the legal system, in order to shape and administer the commercial law and regulations governing the business entity.

**Liabilities:** the financial obligations or debts of the business and include claims that creditors have on the business's resources such as accounts payable, bank overdrafts, provision for employees' annual leave and long service leave, tax liabilities, and loans payable. Essentially, liabilities are amounts owed by the business to external parties. Liabilities are categorized as either current or non-current liabilities.

**Licence:** a permit from an authority to allow an activity to take place.

**Limited partnership:** a form of partnership similar to a general partnership, except that in addition to one or more general partners, there are one or more limited partners. It is a partnership in which only one partner is required to be a general partner. Limited partners are usually investors. A limited partnership limits both the liability and the participation of the investor.

**Line of credit:** an amount of credit extended to a borrower.

**Operating name:** a name by which a business is known, other than its legal name.

**Partnership Agreement:** a written document that explicitly details the relationship between the business partners and their individual obligations and contributions to the partnership.

**Pay equity:** equal pay for work of equal value.

**Payroll Program Account:** an account number assigned to an employer, a trustee or a payer of other amounts related to employment to identify them when dealing with the Canada Revenue Agency.

**Pro-rated:** to divide or distribute a sum of money proportionately.

**Remit:** to send in payment.

**Salary:** a fixed regular payment made by an employer to an employee.

**Shareholder:** an owner of shares in a company.

**Shares:** units of ownership interest in a corporation or financial asset.

**Sole proprietorship:** A business owned and operated by a single individual, with no formal business structure established and no legal distinction between the owner and the business. This is simple and inexpensive to create and operate, with profits and losses reported on the owner's personal tax return. The owner is personally liable for any business debts.

**Trademark:** a symbol, word, or words legally registered or established by use as representing a company or product.

**Values:** an element of your business strategy that identifies your company's principles and guide every business decision you make.

**Zoning:** the establishment by local governments of districts which are restricted to various types of use.



## ACRONYM LIST

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AFI:	Aboriginal Financial Institution
BEAM:	Broadband for E-Business and Marketing program
BDC:	Business Development Bank of Canada
BIA:	Business Improvement Area
BN:	Business Number
COJG:	Canada Ontario Job Grant
CPP:	Canada Pension Plan
CRA:	Canada Revenue Agency
CFDC:	Community Futures Development Corporation
EHT:	Employer Health Tax
EI:	Employment Insurance
EFT:	Entrepreneurs Francophone Plus program
HST:	Harmonizes Sales Tax
IRAP:	Industrial Research Assistance Program
MERC:	Mandatory Employment-Related Cost
MNDM:	Ministry of Northern Development and Mines
MVDF:	Métis Voyageur Development Fund
METS:	Mushkegowuk Council Employment & Training Service
NADF:	Nishnawbe Aski Development Fund
NeCN:	Northeast Community Network
NOA:	Northern Ontario Angels
NOHFC:	Northern Ontario Heritage Fund Corporation
OAC:	Ontario Arts Council
OMAFRA:	Ontario Ministry of Agriculture, Food, and Rural Affairs
ONE:	Ontario Network of Entrepreneurs
PIC:	Productivity & Innovation Centre
ROE:	Record of Employment
SME:	Small and Medium-Sized Enterprise
STAMP:	Small Business Assessment, Monitoring, and Planning program
TEDC:	Timmins Economic Development Corporation
WSIB:	Workplace Safety and Insurance Board